Board of Commissioners Meeting Memorandum

Date: November 16, 2006

**From:** Rebecca Carter, Director of Regulatory Compliance

Subject: BROWN MACKIE COLLEGE – FORT WAYNE, MERRILLVILLE,

MICHIGAN CITY, AND SOUTH BEND

NEW ASSOCIATE OF APPLIED SCIENCE, ASSOCIATE OF SCIENCE &

**BACHELOR OF SCIENCE DEGREES** 

### **Staff Recommendation**

The commission staff recommends that Brown Mackie College at its four Indiana campuses be granted the authority to award the Associate of Applied Science, Associate of Science and Bachelor of Science degrees in the following programs:

### **Brown Mackie College:**

Fort Wayne: AAS – Occupational Therapy Assistant

**BS** – Business Administration

BS – Criminal Justice BS – Legal Studies

Merrillville: AS – Early Childhood Education

**BS** – Business Administration

BS – Criminal Justice BS – Legal Studies

Michigan City: BS - Business Administration

BS – Criminal JusticeBS – Legal Studies

**South Bend:** AAS – Occupational Therapy Assistant

AS – Information Technology

**BS** – Business Administration

BS – Criminal Justice BS – Legal Studies

### **Background Information**

Brown Mackie College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS).

The associate of applied science programs consists of 100 quarter-credit hours of training, the associate of science degrees consist of 96 quarter-credit hour of training and the bachelor of science degrees consist of 180 quarter-credit hour of training. The associate of applied science degrees includes 75% of the courses in the Specialty and the associate of degree includes 50% in the Specialty and a minimum of 35% of the remaining courses in Liberal Arts. The faculty meets the criteria as stipulated in 570 IAC 1-10.1-4. The bachelor of science degree programs are consistent with other educational institution standards.

### **Supportive Documentation**

- 1. Degree Applications
- 2. Instructor Qualification Record Forms

## **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution _	Brown Mackie College - Fort Wayne					
Name of Program _	Occupational Therapy Assistant					
Level of Degree (AAS	, AS, AA, BAS,	BA, BS, MBA, MAS, M	A, MS, Ph.D.)	AAS		
Name of Person Prepa	aring this Form	Michelle Sh	eperd, OTR, Prog	ram Director		
Telephone Number		574-237-0774	Application Type			
Date the Form was Pro	epared	October 17, 2006	_ New	Renewal		

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Occupational Therapy Assistant program provides the student with the knowledge, skills, practice, and professionalism necessary to obtain an entry-level position as an occupational therapy assistant. The objective of the program is to train the student to administer occupational therapy treatments, under the direction of an occupational therapist, to individuals who have lost functional abilities due to illness, injury, or disease. This program will prepare the graduate for the National Board for Certification Occupational Therapy (NBCOT) Certification Examination for occupational therapy assistants. The basic sequencing of occupational therapy courses, which combine classroom lecture, laboratory, and clinical experiences, is supplemented with general education to enhace the student's versatility and effectiveness in the occupational therapy profession.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Occupational Therap	y Assistant			
TOTAL COURSE HOURS:		100 Check one: Quarter		Quarter H	lours	$\boxtimes$
				Semester	Hours	
				Clock Hou	urs	
LENGTH OF PRO	OGRAM:	24 Months	TUITION:	\$25,116.0	00	
SPECIALTY CO	<u>URSES</u> :					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
BI 1361	Anatomy a	and Physiology			4	
CF 1100	Profession	nal Development			4	
EN 1200	Business	Communication			4	
MC 1150	Introduction	on to Microcomputers			4	
ME 1110	Medical Te	erminology			4	
OT 1010	Introduction	n to Occupational The	rapy		4	
OT 1115	Therapeut	ic Media			4	
OT 1215	Functional	Anatomy I			4	
OT 1315	Functional	Anatomy II			4	
OT 1510	Intervention	on in Pediatrics and Ad	olescents		4	
OT 1560	Intervention	n in Physical Rehabilit	ation		3	
OT 1600	Fieldwork	I			1	
OT 2150	Intervention	on in Neurological Reha	abilitation		4	
OT 2465	Intervention	on in Mental Health			4	
OT 2470	Intervention	on in Geriatrics			4	
OT 2990	Fieldwork	II-A			10	
OT 2991	Fieldwork	II-B			10	

# **SPECIALTY COURSES**: Course Course Course Number Title **Hours GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course <u>Number</u> Title Hours CM 1200 \*Effective Public Speaking \*Composition I EN 1101 4 \*Composition II EN 1102 4 MT 1770 \*College Mathematics 4 PS 1200 \*Principles of Psychology 4 SO 1200 \*Principles of Sociology 4 Number of Credit/Clock Hrs. in Specialty: 76% Percentage:

Percentage:

Percentage:

100%

Number of Credit/Clock Hrs. in General Courses:

Number of Credit/Clock Hrs. in Liberal Arts:

If applicable:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: The library is centrally located on the first floor. A librarian works full time. The library hours are:

Monday through Thursday: 8 a.m. to 10 p.m. .

Friday: 8 a.m. to 5 p.m.

2. Number of volumes of professional material:

Brown Mackie College-Fort Wayne's library houses 2,941 volumes including books, media, and periodicals.

3. Number of professional periodicals subscribed to:

Brown Mackie College-Fort Wayne also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College-Fort Wayne students have access to the following local libraries:

Allen County Public Library; IPFW; and interlibrary loan through the Indiana Cooperative

Library Services Authority (INCOLSA) which gives students access to libraries across
the state of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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** Include all required documentation pertaining to the qualifications of each instructor.							
Total # of Faculty in the Program:	8	Full-time:	5	Part-time:	3		

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Kimberly Autrey	BS	18	2	0		Х
LaNiece Clark	AA	6	2	0	Χ	
Casey McArdle	BA, MA	9	1	0		Х
Valerie Nicholson	BS, MAE	28	1	14	Χ	
Cindy Pintger	BA	20	2	0	Χ	
Sue Reichert	BA	27	2	0		Х
Julie Waibel	BA	3	2	0	Χ	
Vince Williamson	BA	12	5	2	Χ	

### DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College-Fort Wayne						
Name of Program	Business Administration						
Level of Degree (AAS, AS,	AA, BAS, BA, BS,	MBA, MAS, MA,	MS, Ph.D.)	BS			
Name of Person Preparing	A	nthony J. Davi	s				
Telephone Number	260-484-4400 <u>Ap</u>		<u>Applicat</u>	tion Type			
Date the Form was Prepare	ed <b>Septemb</b>	er 29, 2006	New	Renewal			

# I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts, and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession
- Utilize current technology to address business applications

The Bachelor of Science in Business Administration will be structured in the same manner as the Associate Degree Program in Business Management utilizing the current delivery model. The General Education coursework will provide a foundation for student success in the areas of writing, speaking, and critical thinking. Specialty courses will be focused on skills development in general business principles, management, accounting, economics, finance, marketing and marketing management,

In addition to faculty, the Bachelor of Science in Business Administration program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Fort Wayne Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	نRAM:	Bachelor of Science	ce in Business Admin	istration		
TOTAL COURSE HOURS:		180 Check one: Quarter			lours	Х
				Semester	Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	45 months	TUITION:	\$ 189 per	credit	
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
AC1011	Principles	of Accounting I			4	
AC1012	Principles	of Accounting II			4	
AC1710	Payroll Ma	anagement			4	
BA 1140	Business I	Law I			4	
BA2000	Business I	Law II			4	
BA1000	Introduction	on to Business			4	
BA 1250	Human Re	esources Manageme	ent		4	
BA 1300		iness Management			4	
BA 2220 MK 4100	•	& Advertising Behavior & Marketi	ng Research		4 4	
BA 2600	Principles	of Finance			4	
BA 2900	Business I	Externship			4	
BA 3000	Organizati	onal Behavior			4	
BA 4000	Business /	Administration Exte	rnship		4	
CM 1800	Ethics				4	
EC 2000	Principles	of Macroeconomics			4	
EC 2100	Principles	of Microeconomics			4	
EC 3000	Money and	d Banking			4	
EN 1200	Business	Communication			4	
FN 3000 MK 4200	Corporate Marketing	Finance Sales & Channel M	anagement		4	

## **SPECIALTY COURSES:**

SI LCIALITICO	<u>onolo</u> .	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
MC 1150	Introduction to Microcomputer Applications.	4
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
MC 1700	Professional Presentation Techniques	4
MC 3000 MG 2000 MG 4000	Application. of Management Information Systems  Management Principles  Global Business Management	4 4 4
MG4100 MK 4000	Operations Management Retail Marketing	4
GENERAL EDUC Course Number	CATION / LIBERAL ARTS COURSES:  Course Title	Course <u>Hours</u>
CF1100	Professional Development	4
CM 1200	Effective Public Speaking	4
EN 1101	Composition I	4
EN 1102	Composition II	4
GV 1150	American Constitutional Law	4
EN 2000	Introduction to Literature	4
HM 3000 HM 3100	History of Art Through Middle Ages History of Art through the Modern Times	4 4
MT 1770 MT 3000	College Mathmatics Statistics	4 4
PH 2000	Introduction to Philosphy	4
PS 1200 SO 1200	Principles of Psychology Principles Of Sociology	4 4
BI 1361	Anatomy & Physiology	4
BI 2100	Elements of Microbiology	4
	/Clock Hrs. in Specialty: 120 / 1594 Percenta /Clock Hrs. in General 60 / 722 Percenta	

If applicable: Number of Credit/Clock Hrs. in Liberal						
Arts:	N/A	/ _	N/A	Percentage:	N/A	

# III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:
- a. LOCATION: The library is located on the first floor of the College on the north side of the building.

#### b. HOURS:

Mondays - 8:00 a.m. to 10:00 p.m. Tuesdays - 8:00 a.m. to 10:00 p.m. Wednesdays - 8:00 a.m. to 10:00 p.m. Thursdays - 8:00 a.m. to 10:00 p.m. Fridays - 8:00 a.m. to 5:00 p.m. Saturdays and Sundays - closed

### c. STAFF:

The library consists of one full-time employee who holds a Masters in Library Science and one part-time assistant.

Additional funds will be budgeted in FY 06-07 for staffing to accommodate the Business Administration Program.

### 2. Number of volumes of professional material:

The College's library has a total of 2,940 titles. This figure includes newspapers, texts, books, and periodicals. Additional funds will be budgeted in the FY06-07 budget to accommodate the Bachelor of Science in Business Administration program.

### 3. Number of professional periodicals subscribed to:

We currently subscribe to 26 titles. It is our intent to increase this number to support the new Bachelor of Science in Business Administration program and have budgeted additional funds in the 2006-07 year.

### 4. Other library facilities in close geographical proximity for student access:

Helmke Library: The Helmke Library is a part of the Indiana-Purdue Regional Campus located in Fort Wayne, Indiana. Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne Campus. Any Indiana resident may check out two books per subject with a valid ID card.

Allen County Public Library: The Allen County Public Library is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches.

Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne Campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 15 Full-time: 5 Part-time: 11
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Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Lisa Bowman	MS	5	5	1		Х
Christopher Douse	MBA	4	2	3		х
Toyi Ervin	MA	7	2	NA		х
Michael Flohr	JD	1	3	NA	Х	
Mary Ann James	MBA	3	3	3		х
Dennis Kirchner	MS	20	1	4	Х	
Michael Lehman	JD	12	2	12		х
Valarie Nicholson	MS	9	1	12		х
Bart Putnam	MBA	24	1	3	Х	
Jeffrey Rehm	MBA	27	2	NA		Х
Virginia Ruby	MS	NA	7	28		Х
Edward Ruppel	MBA	31	3	15		Х
Clark Woods	MBA	10	1	NA		Х
Charlotte Weybright	JD	9	8	4	Х	
Robert Young	MS	2	2	31	Х	

### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie Colleg	e - Fort Wayne	
Name of Program	Criminal Ju	stice	
Level of Degree (AAS, AS,	AA, BAS, BA, BS, MBA, MAS, MA,	MS, Ph.D.)	BS
Name of Person Preparing t	his Form Cha	rlotte A. Weybri	ght
Telephone Number	260-481-5022	<u>Applicati</u>	ion Type
Date the Form was Prepare	September 29, 2006	⊠ New	Renewal
The Bachelor of Science in	d in order to accomplish the objection of the control of the contr	graduates to ente	
	s of the criminal justice system. The tion courses designed to prepare the		
Graduates of the program w  Develop a broad und	<u>rill</u> derstanding of law enforcement, the	judicial system a	and the judicial
<ul> <li>Demonstrate ethical</li> </ul>	rds and principles in the criminal justice environmental justice environmental justice environmental justice system on the	<u>vironment.</u>	

The Bachelor of Science in Criminal Justice will be structured in the same manner as the Associate Degree Program in Criminal Justice utilizing the current delivery model. The General Education coursework will provide the foundation for student success in areas of writing, speaking, and critical thinking. Specialty courses will focus on development of standards, principles, and the impact of the criminal justice system on society.

In addition to faculty, the Bachelor of Science in Criminal Justice program will employ the use of a Program Advisory Committee consisting of interested prominent members of the criminal justice community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Criminal Justice				
TOTAL COURSE HOURS:		180	Check one:	Quarter I	Hours	$\square$
				Semeste	r Hours	
				Clock Ho	ours	
LENGTH OF PR	OGRAM:	45 months	TUITION:	\$189.00	per credit	hour
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
CJ 1002	Introduction	on to Law Enforceme	ent		4	
CJ 1004	Introduction	n to Corrections			4	
CJ 1150	Introduction	on to Criminal Justice	е		4	
CJ 1550	Criminal Ir	nvestigation and Pol	ice Procedure		4	
CJ 1560	Correction	al Systems and Pra	ctices		4	
CJ 2150	Criminal P	rocedure			4	
CJ 2250	Juvenile J	ustice			4	
CJ 2900	Criminal J	ustice Externship			4	
CJ 3003	Juvenile D	elinquency			4	
CJ 3006	Law Enfor	cemnet Operations			4	
CJ 3008	Criminalis	tics			4	
CJ 3020	Civil Liabil	ity			4	
CJ 3021	Probation	and Parole			4	
CJ 3022	Juvenile P	rocedures			4	
CJ 4003	Critical Iss	ues in Criminal Just	ice		4	
CJ 4004	Family Vic	lence			4	
CJ 4005	Communit	y Corrections			4	
CJ 4010	Law Enfor	cement Supervision	and Management		4	
CJ 4012	Criminal Ir	nvestigation			4	

## **SPECIALTY COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
CJ 4020	Criminalistics II	4
CJ 4900	Advanced Criminal Justice Externship	4
CM 1800	Ethics	4
EN 1200 BA 1140	Business Communications Business Law	4 4
MC 1150 PL 1122	Introduction to Microcomputer Applications Legal Research	4 4
MC 1311 PL 1123	Word Processing I Legal Writing	4 4
MC 1800 PL 1830	Internet Research Criminal Law	4 4

### **GENERAL EDUCATION / LIBERAL ARTS COURSES:**

Course Number	Course <u>Title</u>	Course Hours
BI 1361	Anatomy and Physiology	4
BI 2100	Elements of Microbiology	4
CF 1100	Professional Development	4
CM 1200	Effective Public Speaking	4
EN 1101	Composition I	4
EN 1102	Composition II	4
EN 2000	Introduction to Literature	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Through the Middle Ages	4
HM 3100	History of Art Through the Modern Times	4
MT 1770	College Mathematics	4
MT 3000	Statistics	4
PH 2000	Introduction to Philosophy	4
PS 1200	Principles of Psychology	4
SO 1200	Principles of Sociology	4

Number of Credit/Clock Hrs. in Specialty:	120	/	1594	Percentage:	67%
Number of Credit/Clock Hrs. in General Courses:	60	/	720	Percentage:	33%

# III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:
  - a. LOCATION: The library is located on the first floor of the College on the north side of the building.
  - b. HOURS:
  - Mondays 8:00 a.m. to 10:00 p.m.
  - Tuesdays 8:00 a.m. to 10:00 p.m.
  - Wednesdays 8:00 a.m. to 10:00 p.m.
  - Thursdays 8:00 a.m. to 10:00 p.m.
  - Fridays 8:00 a.m. to 5:00 p.m.
  - Saturdays and Sundays closed
  - c. STAFF:

The library consists of one full-time employee who holds a Masters in Library Science and one part-time assistant.

### 2. Number of volumes of professional material:

The College's library has a total of 2,940 titles. This figure includes newspapers, texts, books, and periodicals.

3. Number of professional periodicals subscribed to:

Current subscriptions number 26.

- 4. Other library facilities in close geographical proximity for student access:
  - Helmke Library: The Helmke Library is a part of the Indiana-Purdue Regional
     Campus located in Fort Wayne, Indiana. Helmke Library is located approximately one
     mile from the Brown Mackie College Fort Wayne Campus. Any Indiana resident
     may check out two books per subject with a valid ID card.
  - 2. Allen County Public Library: The Allen County Public Libraray is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College Fort Wayne Campus. The Library has one main campus and nine incity branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College Fort Wayne Campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	20	Full-time:	5	Part-time:	15
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Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Autry, Kim	ВА	3	2	1		Х
Bowman, Lisa	MS	5	0	5		Х
Eads, Kevin	JD	6	2	0		Х
Ervin, Toyi	MS	8	2	6		Х
Flohr, Michael	JD	6	4	0	Χ	
Gerber, Mitchell	JD	3	1	0		Х
James, Mary Ann	MBA	4	4	2		Х
Kirchner, Dennis	MS	29	1	4	Χ	
Lehman, Michael	JD	18	3	3		Х
Miller, Bradley	BS	25	3	0		Х
McArdle, Casey	MA	2	1	1		Х
Nicholson, Valerie	MA	27	1	15		Х
Putnam, Bart	MS	7	1	0	Χ	
Rehm, Jeffrey	MBA	27	1	0		Х
Ruby, Virginia	MS	28	8	8		Х
Sheehan, John	MA	11	1	11		Х
Speciale, Michael	JD	8	3	0		Х
Weybright, Charlotte	JD	19	8	4	Χ	
Williamson, Vince	BS	7	5	1		Х
Young, Robert	MS	28	4	24	Χ	

### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College - Fort Wayne				
Name of Program	Legal Studies				
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)					
Name of Person Prepa	reparing this Form Charlotte A. Weybright			ight	
Telephone Number	260-	-481-5022	<u>Applica</u>	tion Type	
Date the Form was Pre	pared Septem	nber 29, 2006	⊠ New	Renewal	

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

### Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant fact settings
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as Brown Mackie College's Associate Degree Programs utilizing the current delivery model. The General Education coursework will provide the foundation for student success in areas of writing, speaking, and critical thinking. Specialty courses will focus on development of standards, principles, and the impact of the legal system on society.

In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the legal community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Legal Studies				
TOTAL COURSE HOURS:		Check one: Quarte		Quarter H	lours	$\square$
				Semester	Hours	
				Clock Ho	urs	
LENGTH OF PR	ROGRAM:	45 months	TUITION:	\$189.00 բ	per credit	hour
SPECIALTY CC	OURSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
AC 1011	Principles	of Accounting I			4	
BA 1140	Business I	Law I			4	
BA 1250	Human Re	esources			4	
BA 2000	Business I	Law II			4	
CJ 2150	Criminal P	rocedure			4	
CM 1800	Ethics				4	
EN 1200	Business	Communications			4	
LG 1000	Torts and	Remedies			4	
LG 2000	Estate Pla	nning and Probate			4	
LG 3000	Bankruptc	у			4	
LG 3003	Administra	ative Law			4	
LG 3005	Insurance	Law			4	
LG 3006	Immigratio	n Law			4	
LG 4000	Advanced	Legal Research			4	
LG 4010	Evidence				4	
LG 4020	Advanced	Real Estate Law			4	
LG 4030	Employme	ent Law			4	
LG 4050	Environme	ental Law			4	
MC 1150	Introduction	on to Microcomputers			4	

## **SPECIALTY COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
PL 1121 PL 1125	Legal Research and Writing I Legal Research and Writing II	4
PL 1230 PL 1330	Family Law Computers in the Legal Office	4
PL 1450	Litigation	4
PL 1530 PL 1730	Contracts Property Law	4
PL 1830	Criminal	4
PL 2900 PL 4100	Paralegal Externship Legal Externship II	4 4
GENERAL EI	DUCATION / LIBERAL ARTS COURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
BI 1361	Anatomy and Physiology	4
BI 2100	Elements of Microbiology	4
CF 1100	Professional Development	4
CM 1800	Effective Public Speaking	4
EN 1101	Composition I	4
EN 1102	Composition II	4
EN 2000	Introduction to Literature	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Throught the Middle Ages	4
HM 3100	History of Art Through the Modern Ages	4
MT 1770 MT 3000	College Mathematics Statistics	4 4
PS 1200 SO 1200	Principles of Psychology Principles of Sociology	4 4
	edit/Clock Hrs. in Specialty: <u>124</u> / <u>1642</u> Percent edit/Clock Hrs. in General Courses: 56 / 672 Percent	

# III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:
  - a. LOCATION: The library is located on the first floor of the College on the north side of the building.
  - b. HOURS:
  - Mondays 8:00 a.m. to 10:00 p.m.
  - Tuesdays 8:00 a.m. to 10:00 p.m.
  - Wednesdays 8:00 a.m. to 10:00 p.m.
  - Thursdays 8:00 a.m. to 10:00 p.m.
  - Fridays 8:00 a.m. to 5:00 p.m.
  - Saturdays and Sundays closed
  - c. STAFF:

The library consists of one full-time employee who holds a Masters in Library Science and one part-time assistant.

### 2. Number of volumes of professional material:

The College's library has a total of 2,940 titles. This figure includes newspapers, texts, books, and periodicals.

3. Number of professional periodicals subscribed to:

Current subscriptions number 26.

- 4. Other library facilities in close geographical proximity for student access:
  - Helmke Library: The Helmke Library is a part of the Indiana-Purdue Regional
     Campus located in Fort Wayne, Indiana. Helmke Library is located approximately one
     mile from the Brown Mackie College Fort Wayne Campus. Any Indiana resident
     may check out two books per subject with a valid ID card.
  - 2. Allen County Public Library: The Allen County Public Libraray is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College Fort Wayne Campus. The Library has one main campus and nine incity branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College Fort Wayne Campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	20	Full-time:	5	Part-time:	15
------------------------------------	----	------------	---	------------	----

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Autry, Kim	ВА	3	2	1		Х
Bowman, Lisa	MS	5	0	5		Х
Eads, Kevin	JD	6	2	0		Х
Ervin, Toyi	MS	8	2	6		Х
Flohr, Michael	JD	6	4	0	Χ	
Gerber, Mitchell	JD	3	1	0		Х
James, Mary Ann	MBA	4	4	2		Х
Kirchner, Dennis	MS	29	1	4	Χ	
Lehman, Michael	JD	18	3	3		Х
Miller, Bradley	BS	25	3	0		Χ
McArdle, Casey	MA	2	1	1		Х
Nicholsn, Valerie	MA	27	1	15		Χ
Putnam, Bart	MS	7	1	0	Χ	
Rehm, Jeffrey	MBA	27	1	0		Х
Ruby, Virginia	MS	28	8	8		Χ
Sheehan, John	MA	11	1	11		Х
Speciale, Michael	JD	8	3	0		Х
Weybright, Charlotte	JD	19	8	4	Х	
Williamson, Vince	BS	7	5	1		Х
Young, Robert	MS	28	4	24	Х	

### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College - Fort Wayne				
Name of Program	Legal Studies				
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)					
Name of Person Prepa	reparing this Form Charlotte A. Weybright			ight	
Telephone Number	260-	-481-5022	<u>Applica</u>	tion Type	
Date the Form was Pre	pared Septem	nber 29, 2006	⊠ New	Renewal	

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

### Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant fact settings
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as Brown Mackie College's Associate Degree Programs utilizing the current delivery model. The General Education coursework will provide the foundation for student success in areas of writing, speaking, and critical thinking. Specialty courses will focus on development of standards, principles, and the impact of the legal system on society.

In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the legal community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Legal Studies				
TOTAL COURSE HOURS:		Check one: Quarte		Quarter H	lours	$\square$
				Semester	Hours	
				Clock Ho	urs	
LENGTH OF PR	ROGRAM:	45 months	TUITION:	\$189.00 բ	per credit	hour
SPECIALTY CC	OURSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
AC 1011	Principles	of Accounting I			4	
BA 1140	Business I	Law I			4	
BA 1250	Human Re	esources			4	
BA 2000	Business I	Law II			4	
CJ 2150	Criminal P	rocedure			4	
CM 1800	Ethics				4	
EN 1200	Business	Communications			4	
LG 1000	Torts and	Remedies			4	
LG 2000	Estate Pla	nning and Probate			4	
LG 3000	Bankruptc	у			4	
LG 3003	Administra	ative Law			4	
LG 3005	Insurance	Law			4	
LG 3006	Immigratio	n Law			4	
LG 4000	Advanced	Legal Research			4	
LG 4010	Evidence				4	
LG 4020	Advanced	Real Estate Law			4	
LG 4030	Employme	ent Law			4	
LG 4050	Environme	ental Law			4	
MC 1150	Introduction	on to Microcomputers			4	

## **SPECIALTY COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
PL 1121 PL 1125	Legal Research and Writing I Legal Research and Writing II	4
PL 1230	Family Law	4
PL 1330 PL 1450	Computers in the Legal Office Litigation	4
PL 1530	Contracts	4
PL 1730 PL 1830	Property Law Criminal	4 4
PL 2900	Paralegal Externship	4
PL 4100	Legal Externship II	4
GENERAL EI	DUCATION / LIBERAL ARTS COURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
BI 1361	Anatomy and Physiology	4
BI 2100	Elements of Microbiology	4
CF 1100	Professional Development	4
CM 1800	Effective Public Speaking	4
EN 1101	Composition I	4
EN 1102	Composition II	4
EN 2000	Introduction to Literature	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Throught the Middle Ages	4
HM 3100	History of Art Through the Modern Ages	4
MT 1770 MT 3000	College Mathematics Statistics	4 4
PS 1200 SO 1200	Principles of Psychology Principles of Sociology	4 4
	edit/Clock Hrs. in Specialty: <u>124</u> / <u>1642</u> Percent edit/Clock Hrs. in General Courses: 56 / 672 Percent	

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  - Tuesdays 8:00 a.m. to 10:00 p.m.
  - Wednesdays 8:00 a.m. to 10:00 p.m.
  - Thursdays 8:00 a.m. to 10:00 p.m.
  - Fridays 8:00 a.m. to 5:00 p.m.
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Current subscriptions number 26.

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     mile from the Brown Mackie College Fort Wayne Campus. Any Indiana resident
     may check out two books per subject with a valid ID card.
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Doc.: degreappform.doc

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\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	20	Full-time:	5	Part-time:	15
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Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Autry, Kim	ВА	3	2	1		Х
Bowman, Lisa	MS	5	0	5		Х
Eads, Kevin	JD	6	2	0		Х
Ervin, Toyi	MS	8	2	6		Х
Flohr, Michael	JD	6	4	0	Χ	
Gerber, Mitchell	JD	3	1	0		Х
James, Mary Ann	MBA	4	4	2		Х
Kirchner, Dennis	MS	29	1	4	Χ	
Lehman, Michael	JD	18	3	3		Х
Miller, Bradley	BS	25	3	0		Х
McArdle, Casey	MA	2	1	1		Х
Nicholson, Valerie	MA	27	1	15		Х
Putnam, Bart	MS	7	1	0	Χ	
Rehm, Jeffrey	MBA	27	1	0		Х
Ruby, Virginia	MS	28	8	8		Х
Sheehan, John	MA	11	1	11		Х
Speciale, Michael	JD	8	3	0		Х
Weybright, Charlotte	JD	19	8	4	Χ	
Williamson, Vince	BS	7	5	1		Х
Young, Robert	MS	28	4	24	Χ	

## **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Autrey	Kimberly	Cae
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Fort Wayne	
		Names of Courses Taught:	
Effective P	ublic Speaking		
Compositio	n I		
Introduction	n to Literature		
Compositio	n II		
Fundament	tals of English		
Business C	communications		
Professiona	al Development		

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana State University	Terre Haute, In	BA: Communications, English & Education	8/1984	5/1988
Amaliaabla		French Nations of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location Pioneer High School, Royal Center, IN			
Experience	Pioneer High School,	Experience	From:	То:
Teacher Teacher	Pioneer High School, Royal Center, IN Brown Mackie College,	Public Education	From: 8/1988	<b>To:</b> 12/1989

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Bowman	Lisa	C.	
	(Last)	(First)	(Middle)	
NAME OF	INSTITUTION:	Brown Mackie College - Fort Wayne		
		Names of Courses Taught:		
		Names of Courses Taught.		
Introduction	n to Criminal Justic	pe e		
Criminal La	aw.			
Criminal Pr	ocedure			
Juvenile Ju	ıstice			
Introduction	n to Corrections			
Criminal In	vestigations			
Police Prob	olems			
Introductor	y Behavioral Scier	nce Classes		

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana State University	Terre Haute, IN	MS: Criminology	2003	2004
Grace College and Seminary	Winona Lake, IN	BS: Criminal Justice; Communications	1996	2000
			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location Fort Wayne, IN			
Purdue University Ivy Tech Community College		Experience	From:	То:
Purdue University Ivy Tech Community	Fort Wayne, IN	Experience  Instructor	From: 8/2006	To:

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Clark	LaNiece	A.		
	(Last)	(First)	(Middle)		
NAME OF INSTITUTION:		Brown Mackie Fort Wayne			
		Names of Courses Taught:			
OT 1000: Introduction to Occupational Therapy					
OT 1110: Neuromuscular Anatomy					
OT 1140: N	Media				
OT 1160: Musculoskeletal Anatomy					
OT 1170: Structural Kinesiology					
OT 1451: N	Neurological Dysfund	etion			
1					
	-		-		

•	Anna an Outrinot		Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Michiana College	Fort Wayne	AAS Occupational Therapy	9/98	4/00
Annliachla		Event Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Staff COTA	Bethlehem Woods	Fort Wayne	9/2003	11/2003
Rehabilitation Supervisor	Heritage House	Fort Wayne	1/2002	7/2003
Staff COTA	Heritage House	Fort Wayne	5/2000	12/2001

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:

Douse

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Christopher

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	ON:  Brown M	lackie College		
	Names o	of Courses Taught:		
BA 1000-Intro to Busin	ness			
BA 1250-Human Reso	ources Management			
BA 2220- Marketing &	Advertising			
	1			
Source of		Area or Subject of	Period of A	Attendance
Training/Education	Location	Training/Education	From:	To:
Indiana Weslyan Univ.	Fort Wayne, IN	MBA	2000	2002
Purdue Univ	Fort Wayne, IN	BA, Communications	1991	1997
				nt Daviasi
Applicable		Exact Nature of	Employme	
Experience	Location	Experience Director of Muli-Culteral	From:	То:
IPFW	Fort Wayne, IN	Services	2003	Present
Lutheran Social Services	Fort Wayne, IN	Manager	1998	2000
Brown Mackie College	Fort Wayne IN	Adjunct	2004	present

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Eads		Kevin		
	(Last)		(First)	(Middle)	
NAME OF I	NSTITUTIO	ON: Brown Ma	ackie College - Fort Wayne		
		Names of	Courses Taught:		
American C	onstitution	al Law			
Ethics					
Family Law					
Legal Rese	arch				
Legal Writin	ng				
Business La	aw				
Property La	W				
Contract La					
0			Anna an Ondriant of	Period of A	Attendance
Source of Training/Ed	ducation	Location	Area or Subject of Training/Education	From:	To:
Nova Southea	stern	Fant Landandala El			
University Law	School	Fort Lauderdale, FL	JD: Law BA: History and Political	8/1999	7/2002
IPFW		Fort Wayne, IN	Science	1/1992	12/1998
Applicable			Exact Nature of	Employme	nt Period
Applicable Experience		Location	Experience	From:	To:
Brown Mackie	College	Fort Wayne, IN	Instructor	2/2005	present
				1	

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:	Ervin	I Oyı	Michelle
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		Brown Mackie College - Fort Wayne	
		Names of Courses Taught:	
Profession	al Development		
Internet Re	esearch		
Business (	Communications		
Human Re	source Managemen	t	
Introductio	n to Business		
Principles	of Management		

Course of		Area or Cubicat of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana University	Indianapolis, IN	Adult Education	5/2006	present
Regis University	Denver, CO	MS: Nonprofit Management	5/2003	6/2005
Davenport University	Merrillville, IN.	BS: Business Management	8/1998	12/2001
,	,	- J		
Applicable		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	ent Period To:
	Location Fort Wayne, IN.			
Experience		Experience	From:	То:
Experience		Experience	From:	То:

### **INSTRUCTOR'S QUALIFICATION RECORD**

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### Please TYPE the form.

NAME:	Flohr	Michael	D
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		N: Brown Mackie College - Fort \	Vayne
		Names of Courses Taught	:
Profession	al Developm	ent	
Ethics			
American (	Constitutiona	Law	
Criminal La	aw		
Business L	_aw		
Proeprty L	aw		
Composition	on II		
Introductio	n to Literatu	e	
			Pariod of Attandance

Carrage of		Anno on Cubicat of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
University of Dayton				
School of Law	Dayton, OH	JD: Law	8/1999	5/2002
Purdue University	West Lafayette, IN	BA: Religious Studies and Political Science	8/1995	5/1999
Amaliaabla		Freet Nations of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	<b>Location</b> Fort Wayne, IN			
Experience		Experience	From:	То:
Brown Mackie College	Fort Wayne, IN	Experience Full-time instructor	From: 09/2005	To:

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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### Please TYPE the form.

	erber		Mitchell		
(La	ast)		(First)	(Middle)	
NAME OF INST	TITUTION:	Brown Mad	ckie College - Fort Wayne		
		Names of	Courses Taught:		
Business Law					
American Const	titutional Law				
-					
				Period of A	Attendance
Source of Training/Educa	ation Location	on	Area or Subject of Training/Education	From:	То:
Indiana University	Blooming	gton, IN	JD: Law	2000	2003
Indiana State Unive	ersity Terre Ha	ute, IN	BS: Communications	1996	2000
				F	ort Don's d
Applicable			Exact Nature of	Employme	
Experience	Location	on	Experience Supervision of mentally &	From:	То:
Bi-County Services	Bluffton,	IN	phsyically disabled	10/2003	present
Brown Mackie Colle	ege Fort Way	/ne, IN	Instructor	8/2006	present

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### Please TYPE the form.

		tab> key to advance to the next	field, or select a	n field by clicking t	he cursor.	
NAME:	James		Mary		Ann	
	(Last)		(First)		(Middle)	
NAME OF	INSTITUTIO	Brown Mackie	College - F	ort Wayne		
		Names of Co	urses Tau	ght:		
Introduction	to Busines					
Human Res	sources Mar	agement				
Small Busin	ness Manag	ment				
Marketing a	and Advertis	ng				
Finance						
Accounting	I, Accountir	II, Accounting III				
Payroll Acc	counting					
Corporate I	inance					
			,			

0		Anna an Oashinat at	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
IPFW	Fort Wayne	MBA: Business Administration	1993	1999
Purdue Univ	Fort Wayne	BS-Personnel Administration	1984	1988
Appliachla		Event Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location Fort Wayne, IN		•	
Experience		Experience	From:	То:
Experience  IPFW	Fort Wayne, IN	Experience  Instructor	From: 2004	To:

### **INSTRUCTOR'S QUALIFICATION RECORD**

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### Please TYPE the form.

NAME: _	Kirchner		Dennis	E		
(Last)			(First)	(Middle)		
NAME OF IN	STITUTIO	N: Brown M	ackie College - Fort Wayne			
		Names o	f Courses Taught:			
Dringiples of I	Davahalaa		r oodroos raagna.			
Principles of 9		у				
Principles of S	Sociology					
Source of			Area or Subject of	Period of A	Attendance	
Training/Edu	ıcation	Location	Training/Education	From:	To:	
St. Francis Unive	ersity	Fort Wayne, IN	MS: Gen Psychology	1987	1989	
Cedarville Colleç	ge	Cedarville, OH	BA: Business Administration	1964	1968	
				Employme	nt Period	
Applicable Experience		Location	Exact Nature of Experience	From:	To:	
Brown Mackie C	ollege	Fort Wayne, IN	Full-time Instructor	10/2005	present	
Psychotherapist employed		Fort Wayne, IN	counsel clients, diagnose, and facilitate groups	1987	present	
Ivy Tech State C		-				
	ollege	Fort Wayne, IN	Professor	2000	2004	

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### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Lehman	Michael	F
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Fort Wayne	
		Names of Courses Taught:	
Business L	aw		
Ethics			
American (	Constitutional Law		
Family Law	I		
			Period of Attendance

Source of	_	Area or Subject or		
Training/Education	Location	Training/Education	From:	To:
Indiana University	Bloomington, IN	JD: Law	1965	1968
Indiana University	Bloomington, IN	MBA: Business	1963	1965
Indiana University	Bloomington, IN	BS: Business	1959	1963
Amuliaabla		French Nations of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Brown Mackie College	Fort Wayne, IN	Adjunct Professor	2004	present
Indiana Institute of Technology	Fort Wayne, IN	Adjunct Professor	1992	2003
IVY Tech State College	Fort Wayne, IN	Adjunct Professor	1999	2002
				1

Source of

### **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Rian	
(Middle)	
0.400	
ayne	
Period of	Attendance
tion From:	To:
August 2002	Febuary 2005
August 2005	December 2005
F	and Dania d
f Employme	ent Period
From:	To:
August 2005	Present
December 2004	present
March 2005	March 2005
April	July 2000
	respection (Middle)  August 2002 August 2005  Employmer From: August 2005  December 2004 March 2005

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### Please TYPE the form.

NAME:	Miller		Bradley	W	
_	(Last)		(First)	(Middle)	
NAME OF IN	NSTITUTIO	ON: Brown Ma	ackie College - Fort Wayne		
		Names o	f Courses Taught:		
Fundamenta	ls of Math				
College Math	nematics				
Medical Matl	h and Cald	culations			
Statistics & F	Research				
Ca			Avec on Cubicat of	Period of A	Attendance
Source of Training/Ed	ucation	Location	Area or Subject of Training/Education	From:	To:
Indiana State U	Iniversity	Terre Haute, IN	BS: Mathematics	1974	1977
Applicable			<b>Exact Nature of</b>	Employme	ent Period
Experience		Location	Experience	From:	To:
Lincoln Nationa	d	Fort Wayne, IN	Application programming, developed systems	1987	present
			Wrote specifications and		
Programmer Ar	nalyst	Indianapolis, IN	codes, tested systems	1981	1987

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### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Nicholson	Valerie	R
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Fort Wayne	
		Names of Courses Taught:	
Compostic	n II		
Business (	Communications		

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Ball State University	Munice, IN	Business Education and Office Admin, MAE	1978	1982
Ball State University	Muncie, IN	Business Education and Office Admin, BS	1974	1978
Ball State University	Muncie, IN	Vocational Endorsemend	1978	1978 summer
Life Indiana State Teacher's Licence	Indiana	Business Ed, K-12	1978	
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
•				
Registrar	Ft. Wayne, IN	Student Admissions and Rcords	2002	2005
Registrar Instructor	Ft. Wayne, IN		2002 1987 2001	2005 1996 2002
_		Rcords Taught Business and	1987	1996

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### Please TYPE the form.

NAWE:	Pintgen	Cinay	F	
	(Last)	(First)	(Middle)	
NAME OF	INSTITUTION:	Brown Mackie Fort Wayne		
		Names of Courses Taught:		
OT 1500 M	lental Health Conc	epts and Techniques I		
OT 1800 M	lental Health Conc	epts and Techniques II		
OT 2460 G	Group Interventions			
OT 1000 Ir	ntroducation to Occ	cupational Therapy		
Other appr	opriate OT classes	3		

0		Anna an Ordhia at af	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Eastern Michigan University		Bachelor of Arts - Occupational Teherapy	1982	1986
		N.	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location  Northeast Indiana			
Experience		Experience	From:	То:
Experience  Traveling Therapist	Northeast Indiana AllenCountry Education	OTR	From:	<b>To:</b> 7/01

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### Please TYPE the form.

NAME:	Putnam	Bart	J	
	(Last)	(First)	(Middle)	
NAME OF	INSTITUTION:	Brown Mackie College –Fort Wayne		
		Names of Courses Taught:		
Introduction	n to Microcompute	rs		
Word Proc	essing			
Spreadshe	ets			
Profession	al Presentation Te	chniques		
Introduction	n to Business			
College Ma	athematics			

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Ferris State University	Big Rapids, MI	MS: Information Systems Management	9/1998	12/1999
Desales Univesity	Center Vally, PA	BS: Business Management	9/1991	5/1993
			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Brown Mackie College	Fort Wayne, IN	Full-time Professor	8/2005	present
Brown Mackie College Delta College Corporate Service	Fort Wayne, IN Saginaw, MI	·	8/2005 3/2003	present 8/2006
Delta College Corporate		Full-time Professor Instructed courses in		

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### Please TYPE the form.

NAME:	Renm	Jeπrey	C
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College	
		Names of Courses Taught:	
Introductio	n to Business		
Introductio	n to Microcomputer	Applications	
Small Busi	ness Management		
Spreadshe	ets I		
Word Proc	essing I		
		·	·

0		Anna an Ordhiaet af	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Bradley University	Peoria, IL	MBA: Business Administration	1976	1979
Bradley University	Peoria, IL	BS: Business Administration	1970	1974
Annliachla		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location Fort Wayne, IN		•	
Experience		Experience	From:	То:
Experience  Brown Mackie College	Fort Wayne, IN	Experience  Adjunct Professor	From: 2005	To:

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### Please TYPE the form.

	000 1110	rade hoy to davance to the nex	t noid, or delete a neid by eneming	trio odroor.	
NAME:	Reichert		Susan	Е	
	(Last)		(First)	(Middle)	
NAME OF I	NSTITUTIO	DN: Brown Mackie	e College - Fort Wayne		
		Names of Co	ourses Taught:		
Psychology	,				
Sociology					
Source of			Area or Subject of	Period of A	ttendance
Training/E	ducation	Location	Training/Education	From:	To:
	••	5		January	May
Indiana Unive	rsity	Bloomington, IN	Sociolgy/ Psychology BA / Minor	1977	1978
IPFW		Ft. Wayne, IN	Sociology/ Psychology	August 1975 January 77	August1978
		r a wayno, m	Contingy Toyonology	- Canaary 77	7.tagaa11070
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Staff Develop	ment	Ft. Wayne St Dev Center	Orientation Traing	2001	2004

### **INSTRUCTOR'S QUALIFICATION RECORD**

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### Please TYPE the form.

NAME:	Ruby	Virginia	R
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		Brown Mackie College - Fort Wayne	
		Name of October Total (	
		Names of Courses Taught:	
Accounting	I, Accounting II, and	Accounting III	
Payroll Acc	ounting		
Computerize	ed Accounting		
Tax Accoun	ting		
Intro to Busi	iness		
Human Res	ources Managemen	t	
Principles of	f Finance		
Small Busin	ess Management		

0		Anna an Outlinet of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:
IPFW	Fort Wayne , IN	MS: Business Education	1988	1993
Western Illinois University	Macomb, IL	MS: Business Education	1971	1973
Illinois State University	Normal, IL	BS: Business/Accounting	1963	1967
Annliaghla		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Experience	From:	To:
Indiana Tech	Fort Wayne , IN	Accounting/ Business Professor	1978	2003
Indiana Tech Indiana Business College	Fort Wayne , IN		1978 1974	2003 1977
		Professor		

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### Please TYPE the form.

NAME:	Ruppel	Edward	
	(Last)	(First)	(Middle)
NAME OF I	NSTITUTION:	Brown Mackie College - Fort Wayne	
NAME OF I	NSTITUTION.	Brown wackie College - Fort Wayne	
		Names of Courses Taught:	
Introduction	to Business		
Small Busin	ess Management		
Marketing a	nd Advertising		
Introduction	to Microcomputer A	Applications	
Human Res	ources Managemer	nt	
Spreadshee	ets I		
Word Proce	essing I		

Course of		Area or Cubicat of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
		MBA: Business		
Xavier University	Cincinnati, OH	Administration	1979	1982
		BS: Business		
LaSalle University	Philadelphia, PA	Administration	1968	1972
Towson State University	Towson, MD	Math/ Physics	1962	1965
Applicable		Exact Nature of	Employme	nt Period
			_	_
Experience	Location	Experience	From:	To:
•		Adjunct Professor of Mgt,		10:
Indiana Institute of Tech	Location Fort Wayne, IN	•	1997	present
Indiana Institute of Tech	Fort Wayne, IN	Adjunct Professor of Mgt, Business, MIS,Project Mgt Adjunct,MIS, Business	1997	present
Indiana Institute of Tech Indiana Wesl. Univ		Adjunct Professor of Mgt, Business, MIS,Project Mgt		-
Indiana Institute of Tech Indiana Wesl. Univ Univ of Cin, Clermont	Fort Wayne, IN	Adjunct Professor of Mgt, Business, MIS,Project Mgt Adjunct,MIS, Business project Mgt	1997	present 2003
Indiana Institute of Tech Indiana Wesl. Univ	Fort Wayne, IN	Adjunct Professor of Mgt, Business, MIS,Project Mgt Adjunct,MIS, Business	1997	present

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### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Sheehan	John	Patrick
	(Last)	(First)	(Middle)
NAME OF	INCTITUTION.	Drawn Maakia Callaga Fart Wayna	
NAME OF	INSTITUTION:	Brown Mackie College - Fort Wayne	
		Names of Courses Taught:	
Effective F	ublic Speaking		
Fundamer	itals of English		
Introductio	n to Literature		
Composition	on I & II		
Profession	al Development		
Business (	Communications		

0		Anna an Ordhinat af	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana University	Bloomington, IN	MA: English	8/1997	12/2000
Indiana University	Bloomington, IN	BS: English & History	8/1990	8/1993
Applicable		Event Noture of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location  Valparaiso & Westville, IN			_
Experience		Experience	From:	То:
Experience  Purdue University	Valparaiso & Westville, IN	Experience Teaching	From: 8/2002	<b>To:</b> 8/2004

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### Please TYPE the form.

NAME:	Speciale	Michael	
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Fort Wayne	
		Names of Courses Taught:	
Introduction	n to Criminal Justic	е	
Criminal Pr	ocedures		
Correctiona	al Systems and Pra	actices	
Criminal In	vestigation and Pro	ocedure	
Ethics			
Business L	aw		
Family Law	<u> </u>		
Juvenile Ju	stice		

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Thomas M. Cooley Law School	Lansing, MI	JD: Law	9/1999	4/2004
Indiana University	Bloomington, IN	BA: Political Science and Criminal Justice	9/1992	8/1994
IPFW	Fort Wayne, IN	Political Science	9/1989	8/1992
			Employme	ent Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period
= =	Location Fort Wayne, IN			
Experience		Experience	From:	То:
Brown Mackie College Allen Co. Prosecutor's	Fort Wayne, IN	Experience  Instructor	From: 3/2004	To:

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### Please TYPE the form.

	Waibel	•	Julie	Kay	
	(Last)		(First)	(Middle)	
NAME OF IN	ISTITUTIO	DN: Brown Macki	e College - Fort Wayne		
		Names of Co	ourses Taught:		
Mathematics					
Source of			Area or Subject of	Period of A	ttendance
Training/Edu	ucation	Location	Training/Education	From:	To:
Bachelors Degre	ee	Michigan Sate Uiversity	Mathematics	July 2001	July 2003
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Tutoring		East Lansing, MI	tutored math to students of all ages	August 2001	August 2003
. atoming		, wi	agoo		2000

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### Please TYPE the form.

NAME:

Weybright

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Charlotte

(Last)	(First)	(Middle)
NAME OF INSTITUTION:	Brown Mackie College - Fort Wayne	
	Names of Courses Taught:	
	Names of Courses Taught.	
Business Law		
American Constitutional Law		
Civil Procedure and Civil Litigat	ion	
Legal Research and Legal Writi	ing	
Criminal Law		
Property Law		
Criminal Procedures		
Family Law		
1		II

0		Anna an Oudriant of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Valparaiso Univeristy				
School of Law	Valparaiso, IN	JD: Law	1984	1987
Indiana University	Fort Wayne Campus, Fort Wayne, IN	BA: Political Science	1979	1984
Annliaghla		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Experience	From:	To:
Lxperience	Location	•	FIOIII.	10.
Brown Mackie College	Fort Wayne, IN	Dept. Chair-administrative duties, instructional duties	1999	present
International Business		Dept. Chair-administrative		
College	Fort Wayne, IN	duties, instructional duties	1994	1997

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### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Williamso	n	Vince	R	
•	(Last)		(First)	(Middle)	
NAME OF I	NSTITUTIO	ON: Brown Ma	ackie College - Fort Wayne		
		Names o	f Courses Taught:		
Psychology					
Sociology					
Professional	l Developm	ent			
					_
				Davis da 6	A 44 I
Source of Training/Ed	lucation	Location	Area or Subject of Training/Education	From:	Attendance To:
IPFW	lucation	Fort Wayne, IN	Social Studies secondary education	August 1997	December 2000
IPFW		Fort Wayne, IN	B.A. psychology major	August 1990	December 1994
				Employme	ent Period
Applicable		Location	Exact Nature of		
Experience		Location	Experience	From:	То:
Instuctor Brown Mackie	College	Fort Wayne, IN	Gen. Ed instuctor (Psy and soc)	April 2001	present
Substitute Tead	-	New Haven, IN	substitute teacher	Dec 1999	May 2000
Student Teach		Waterloo, IN	student teacher	August 2000	October 2000

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### Please TYPE the form.

NAME:	Woods	Clark	
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College	
		Names of Courses Taught:	
BA 1000-I	ntro to Business	MK 4100 Consum	ner Behav & Mkt Research
BA 2600-	Finance		
BA 1300-	Small Business N	lanagement	
			Period of Attendance

0		A O I. !	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:
Indiana Weslyan Univ	Fort Wayne, IN	MBA	1995	1988
Taylor Univ. Fort Wayne	Fort Wayne, IN	BS Business Admin	1988	1993
Appliachla		Event Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
• •	Location Fort Wayne, IN			
Experience		Experience	From:	То:
JP Morgan Chase	Fort Wayne, IN	Treasury Mgt. Officer	From: 2005	To:

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### Please TYPE the form.

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Valina

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Dobort

NAIVIE.	roung	Kobell	ט
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Fort Wayne	
		Names of Courses Taught:	
Effective P	ublic Speaking		
Composition	on I		
Introduction	n to Literature		
Composition	on II		
Fundamen	tals of English		
Business C	Communications		
Profession	al Development		

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
University of St. Francis	Fort Wayne, IN	MS: English	1974	1976
Indiana University	Fort Wayne, IN	BA: English	1966	1971
			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location Fort Wayne, IN		-	
Experience		Experience	From:	То:
Experience Harding High School	Fort Wayne, IN	Experience  English Instructor	From: 1978	<b>To:</b> 2000

#### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College - Merrillville				
Name of Program	Early Childhood Education				
Level of Degree (AAS, AS, A	A, BAS, BA, BS, MBA, MAS, MA	, MS, Ph.D.)	AS		
Name of Person Preparing thi	s Form	Saundra Howard	k		
Telephone Number	(219) 769-3321	<u>Applicat</u>	tion Type		
Date the Form was Prepared	September 21, 2006	⊠ New	Renewal		

# I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Early Childhood Education program will provide students with the general and cultural knowledge of the physical, social, emotional and intellectual needs of young children. Students will develop an understanding of the social and psychological factors that influence a child and will acquire the essential knowledge, skills, ethics, and dispositions required in a well-prepared early childhood education professional.

The following are the learning outcomes that a graduate will develop by the completion of the program based on the program's objectives:

- 1) Describe growth and developmental stages including cognitive and socio-emotional development of young children.
- 2) Apply principles and practices of child development, cultural diversity and assessment techniques (NAEYC 3) to create healthy, respectful, supportive and challenging learning environments for young children.
- 3) Demonstrate an awareness of the teacher's responsibility in child abuse and special need situations and access and utilize the full range of related support services.
- 4) Cultivate mutual relationships among family, school and the community to maximize learning opportunities.
- 5) Employ relevant regulatory, organizational and professional rules and standards associated with the provision of early childhood education.

The Associate of Science in Early Childhood Education will be structured in the same manner as the other Associate Degree Programs offered by the College, utilizing the current delivery model. In addition to faculty, the Associate Degree in Early Childhood Education program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Merrillville Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Early Childhood Education				
TOTAL COURSE HOURS:		96	Check one:	Quarter F	lours	$\boxtimes$
				Semester	r Hours	
				Clock Ho	urs	
LENGTH OF PRO	OGRAM:	24 months	TUITION:	\$19,104		
SPECIALTY CO	UDSES.					
SPECIALITY CO	<u>UKSES</u> :					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
EC1000	Introduction	n to Early Childhoo	d Education		4	
EC1100		vth and Developme			4	
EC1200	Developmen Education	tally-Appropriate Praction	ces in Early Children		4	
EC1300	Health, Sa	lfety and Nutrition in	Early Childhood		4	
EC1400	Early Child	dhood Language Ar	ts and Methods		4	
EC1500	Principles	of Guidance for the	Young Child		4	
EC1600	Infant and	Toddler Developme	ent		4	
EC2000	Creative A	ctivities for Early Cl	hildhood		4	
EC2100	Assessme	nt in Early Childhoo	od Education		4	
EC2200	Early Child	dhood Math and Sci	ence Methods		4	
EC2300	Home, Sc	hool and Communit	y Partnerships		4	
EC2400	Understan	ding Special Needs	Children		4	
EC2500	Organization	and Administration of E	Early Childhood Settings		4	
EC2900	Early Child	dhood Practicum			4	
<u>-</u>						

#### **SPECIALTY COURSES:** Course Course Course Number Title Hours **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours CF 1000 Professional Development CM 1200 Effective Public Speaking 4 EN 1101 Composition I 4 EN 1102 Composition II 4 EN 2000 Introduction to Literature 4 MC 1150 Introduction to Microcomputer Applications 4 Word Processing I 4 MC 1311 MT 1770 College Mathematics 4 PS 1200 Principles of Psychology 4 SO 1200 Principles of Sociology 4 Number of Credit/Clock Hrs. in Specialty: 56 Percentage: 60% Number of Credit/Clock Hrs. in General Courses: 40% Percentage:

Percentage:

16 / \_\_\_\_\_

40%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:

### III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

#### 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Brown Mackie College Library is located on the main level of the school. The library's

hours are

Monday 8:30am-10:00pm

Tuesday 8:30am-10:00pm

Wednesday 8:30am-5pm and

Thursday 8:30am-10:00pm

There are no hours of operation on Friday, Saturday, or Sunday.

There is a full-time librarian on staff.

#### 2. Number of volumes of professional material:

In the Brown Mackie College - Merrillville library, there are 2782 volumes including 431videos/DVDs and 362 reference materials

#### 3. Number of professional periodicals subscribed to:

The library currently subscribes to 34 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

#### 4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library is the Lake County Reference Library in Merrillville, IN.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	11	Full-time:	1	Part-time:	10

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Blaschke, Bryan R	Bachelor's	10	4	2		Х
Curry, Sandra	Master's	10	5	6		х
Falbo, Robert	Bachelor's	25	1	2		х
Hartzler, Roger	Bachelor's	16	7	16		х
Helpler, Joan	Master's	11	4	0		х
Hickman, Christine	Bachelor's	10	5	1		х
Hurtado, Margaret	Bachelor's	9	1	2		х
Lambert, Karenza	Master's	13	1	0		Х
Miller, Kenneth	Master's	16	2	4		Х
Sebestyen, Janice	Master's	13	4	5	Х	
Williams, Donna	Master's	16	2	2		х

#### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College-Merrillville				
Name of Program	Bachelor of Science in Business Administration				
Level of Degree (AAS, AS	S, AA, BAS, BA, BS, MBA, MAS, MA	BS			
Name of Person Preparing	this Form	Saundra Howard	d		
Telephone Number	(219) 381-2235	<u>Applicat</u>	tion Type		
Date the Form was Prepar	red <b>09/25/06</b>	⊠ New	☐ Renewal		

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession
- Utilize current technology to address business applications

The Bachelor of Science in Business Administration will be structured in the same manner as the Associate Degree Program in Business Management utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Business Administration program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Merrillville Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Bachelor of Science in Business Administration				
TOTAL COURSE HOURS:		180	Check one:	Quarter He	ours	$\boxtimes$
				Semester	Hours	
				Clock Hou	rs	
LENGTH OF PR	OGRAM:	45 months	TUITION:			
LENGTHOLTIK	OOIVAIVI.	40 1110111113	TOTTION.	ψ55,020		
SPECIALTY CO	URSES:					
Course	Course				Course	<b>!</b>
<u>Number</u>	<u>Title</u>				<u>Hours</u>	
AC 1011	Principles	of Accounting I			_4	
AC 1012	Principles	of Accounting II			4	
AC 1710	Payroll Ma	anagement			4	
BA 1000	Introduction	on to Business			4	
BA 1140	Business	Law I			4	
BA 1250	Human Re	esources			4	
BA 1300	Small Bus	iness Management			4	
BA 2000	Business	Law II			4	
BA 2220	Marketing	and Advertising			4	
BA 2600	Principles	of Finance			4	
BA 2900	Business	Externship			4	
BA 3000	Organizat	ional Behavior			4	
BA 4000	Business	Administration Externship			4	
CM 1800	Ethics				4	
EC 2000	Principles	of Macroeconomics			4	
EN 1200	Principles	of Microeconomics			4	
EC 3000	Money an	d Banking			4	
EN 2100	Business	Communications			4	
FN 3000	Corporate	Finance			4	
MC 1150	Introduction	on to Microcomputer Appli	cations		4	
MC 1211	Spreadsh	eets I			4	
MC 1311	Word Prod	cessing I			4	
MC 1700	Profession	nal Presentation Techniqu	ies		4	

### **SPECIALTY COURSES**:

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
MC 3000	Application of Management of Information Systems	4
MG 2000	Principles of Management	4
MG 4000	Global Business Management	4
MG 4100	Operations Management	4
MK 4000	Retail Marketing	4
MK 4100	Consumer Behavior and Marketing Research	4
MK 4200	Marketing, Sales and Channel Management	4
GENERAL EDU	CATION / LIBERAL ARTS COURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
BI 1361	Anatomy and Physiology	4
BI 2100	Elements of Microbiology	4
CF 1100	Professional Development	4
CM1200	Effective Public Speaking	4
EN 1101	Composition I	_4
EN1102	Composition II	_4
EN 2000	Introduction to Literature	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Through the Middle Ages	4
HM 3100	History of Art Through the Modern Times	4
MT 1770	College Mathematics	4
MT 3000	Statistics	4
PH 2000	Introduction to Philosophy	_4
PS 1200	Principles of Psychology	4
SO 1200	Principles of Sociology	4
	t/Clock Hrs. in Specialty: 120 / 1594 Percentat/Clock Hrs. in General Courses: 60 / 722 Percentation	
If applicable: Number of Credi	t/Clock Hrs. in Liberal Arts: / Percenta	nge:

### III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The location of the Brown Mackie College-Merrillville library is located on the main level of the college and is easily accessible to all students.

The library is open 47 hours per week. The hours of operation are as follows:

Sunday: - closed

Monday 8:30am - 10:00pm

Tuesday 8:30am - 10:00pm

Wednesday 8:30am - 5:00pm

<u>Thursday 8:30am - 10:00pm</u>

Friday - closed

Saturday – closed

Currently the College has one full-time librarian.

2. Number of volumes of professional material:

In the Brown Mackie College - Merrillville library, there are 2,782 professional volumes.

3. Number of professional periodicals subscribed to:

The number of periodicals the College currently subscribes to is: 34

4. Other library facilities in close geographical proximity for student access:

Other libraries in close proximity for students to access are The Lake County Public Library and Indiana University Northwest Law Library. Both off-campus libraries are used by students when deemed necessary.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	34	Full-time:	13	Part-time:	21
------------------------------------	----	------------	----	------------	----

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Aron, Lashun R.	Masters	15	1	3	Χ	
Blaschke, Bryan R	Bachelor	10	4	2		Х
Brewer, Sharon, RN	Bachelor	10	1	2		Х
Brown, Cardie, RN	Bachelor	18	1	2	Х	
Cross, Sheila, RN	Bachelor	10	1	0	Χ	
Croyle, Cynthia, RN	Bachelor	27	1	0		Х
Curry, Sandra	Masters	10	5	6		Х
Dudley, Kelli	JD	3	1	2		Х
Falbo, Robert	Bachelor	25	1	2		Х
Fenning, John	JD	20	1	0		Х
Gallego, Herma, RN	Bachelor	10	1	0	Χ	
Glover, Jennifer, RN	Bachelor	13	1	2	Х	
Hacker, Linda, RN	Bachelor	13	1	2	Х	
Hartlzer, Roger	Bachelor	16	7	16		Х
Helpler, Joan	Masters	11	4	0		Х
Hickman, Christine	Bachelor	10	5	1		Х
Hurtado, Margaret	Bachelor	9	1	2		Х
Jeffries, Theresa, RN	Bachelor	14	1	0		Х
Knight, Sherry	Bachelor	7	1	3		Х
Lambert, Karenza	Masters	13	1	0		Х
Laurinas, Sarah, RN	Bachelor	7	1	0	Х	

Mack, Mary, RN	Master	14	1	0		Х
Manley, Mary, RN	Bachelor	18	1	0	Х	
McClindon, Christine	Certificate	5	1	0		Х
Mendez, Shannon, RN	Bachelor	8	1	0	Х	
Migler, Kelly, RN	Bachelor	15	1	0		Χ
Miller, Kenneth	Masters	16	2	4		Х
Scholl, Lisa, RN	Bachelor	7	1	0	Х	
Schryner, Kathy, RN	Bachelor	5	1	0	Х	
Schoeffel, Cherly, RN	Associate	12	1	0		Х
Scott, Rhesa	Certificate	7	1	4	Х	
Wade, Nadine, RN	Bachelor	6	1	0		Х
Washington, Angela, RN	Bachelor	16	1	0	Х	
Williams, Donna	Masters	16	2	2		Х

#### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College-Merrillville				
Name of Program	Bachelor of Science in Criminal Justice				
Level of Degree (AAS, A	S, AA, BAS, BA, BS, MBA, MAS, N	ИА, MS, Ph.D.)	BS		
Name of Person Preparin	ng this Form	Saundra Howard	l		
Telephone Number	(219) 381-2235	Applicat	ion Type		
Date the Form was Prepa	ared <b>09/25/06</b>	New	Renewal		
I PROGRAM OR IECTIV	VES: Describe what the program	is designed to ac	hieve and		

 PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Criminal Justice program prepares graduates to enter the criminal justice field in a number of disciplines. Graduates are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well rounded career in criminal justice.

Graduates of the program will

- Develop a broad understanding of law enforcement, the judicial system and the judicial process
- Demonstrate standards and principles in the criminal justice field.
- Demonstrate ethical discretion in the criminal justice environment.
- Analyze the impact of the criminal justice system on the community

The Bachelor of Science in Criminal Justice will be structured in the same manner as the Associate Degree Program in Criminal Justice utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Criminal Justice program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Merrillville Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROG	SRAM:	Bachelor of Scien	ce in Criminal Justice			
TOTAL COURSE HOURS:		180	Check one:	Quarter Ho	ours	$\boxtimes$
				Semester I	Hours	
				Clock Hou	re	
					•	
LENGTH OF PROGRAM:		45 months	TUITION:	\$35,820		
SPECIALTY CO	URSES:					
Course	Course				Course	
<u>Number</u>	<u>Title</u>				<u>Hours</u>	
BA 1140	Business	Law			4	
CJ 1002	Introduction to Law Enforcement					
CJ 1004	Introduction to Corrections					
CJ 1150	Introduction to Criminal Justice					
CJ 1550	Criminal Investigation and Police Procedure				4	
CJ 1560	Correctional Systems and Practices				4	
CJ 2150	Criminal Procedure				4	
CJ 2250	Juvenile Justice					
CJ 2900	Criminal Justice Externship				4	
CJ 3003	Juvenile Delinquency					
CJ 3006	Law Enforcement Operations					
CJ 3008	Criminalistics I				4	
CJ 3020	Civil Liability					
CJ 3021	Probation and Parole				4	
CJ 3022	Juvenile Procedures				4	
CJ 4003	Critical Issues in Criminal Justice				4	
CJ 4004	Family Violence				4	
CJ 4005	Community Corrections				4	
CJ 4010	Law Enforcement Supervision and Management				4	
CJ 4012	Criminal Investigation				4	
CJ 4020	Criminalis	tics II			4	
CJ 4900	Advanced Criminal Justice Externship				4	
CM 1800	Ethics		•		4	
EN 1200	Business Communications				4	
MC 1150	Introduction to Microcomputer Applications				4	
MC 1311	Word Processing I				4	

SPECIALTY (			
Course	Course	Course	
Number NO 4000	<u>Title</u>	<u>Hours</u>	
MC 1800	Internet Research	4	
PL 1122	Legal Research	4	
PL 1123	Legal Writing	4	
PL 1830	Criminal Law	4	
GENERAL E	DUCATION / LIBERAL ARTS COURSES:		
Course	Course	Course	
<u>Number</u>	<u>Title</u>	<u>Hours</u>	
BI 1361	Anatomy and Physiology	4	
BI 2100	Elements of Microbiology	4	
CF1100	Professional Development	4	
CM 1200	Effective Public Speaking	4	
EN 1101	Composition I	4	
EN 1102	Composition II	4	
EN 2000	Introduction to Literature	4	
GV 1150	American Constitutional Law	4	
HM 3000	History of Art Through the Middle Ages	4	
HM 3100	History of Art Through the Modern Times	4	
MT 1770	College Mathematics	4	
MT 3000	Statistics	4	
PH 2000	Introduction to Philosophy	4	
PS 1200	Principles of Psychology	4	
SO1200	Principles of Sociology	4	
Number of Cre	edit/Clock Hrs. in Specialty:120 /1594_ Percenta	ige: 67%	
Number of Cre	edit/Clock Hrs. in General Courses: 60 / 720 Percenta	ge: 33%	
If applicable:			
Number of Cre	edit/Clock Hrs. in Liberal Arts: / Percenta	ige:	

## III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The location of the Brown Mackie College-Merrillville library is located on the main level of the college and is easily accessible to all students.

The library is open 47 hours per week. The hours of operation are as follows:

Sunday: - closed

Monday 8:30am - 10:00pm

Tuesday 8:30am - 10:00pm

Wednesday 8:30am - 5:00pm

<u>Thursday 8:30am – 10:00pm</u>

Friday - closed

Saturday – closed

Currently the College has one full-time librarian.

#### 2. Number of volumes of professional material:

In the Brown Mackie College - Merrillville library, there are 2,782 professional volumes.

3. Number of professional periodicals subscribed to:

The number of periodicals the College currently subscribes to is: 34

4. Other library facilities in close geographical proximity for student access:

Other libraries in close proximity for students to access are The Lake County Public

Library and Indiana University Northwest Law Library. Both off-campus libraries are used
by students when deemed necessary.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	34	Full-time:	13	Part-time:	21
------------------------------------	----	------------	----	------------	----

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Aron, Lashun R.	Masters	15	1	3	Х	
Blaschke, Bryan R	Bachelor	10	4	2		Х
Brewer, Sharon, RN	Bachelor	10	1	2		Χ
Brown, Cardie, RN	Bachelor	18	1	2	Χ	
Cross, Sheila, RN	Bachelor	10	1	0	Х	
Croyle, Cynthia, RN	Bachelor	27	1	0		Х
Curry, Sandra	Masters	10	5	6		Х
Dudley, Kelli	JD	3	1	2		Х
Falbo, Robert	Bachelor	25	1	2		Х
Fenning, John	JD	20	1	0		Х
Gallego, Herma, RN	Bachelor	10	1	0	Χ	
Glover, Jennifer, RN	Bachelor	13	1	2	Χ	
Hacker, Linda, RN	Bachelor	13	1	2	Χ	
Hartlzer, Roger	Bachelor	16	7	16		Х
Helpler, Joan	Masters	11	4	0		Х
Hickman, Christine	Bachelor	10	5	1		Χ
Hurtado, Margaret	Bachelor	9	1	2		Х
Jeffries, Theresa, RN	Bachelor	14	1	0		Х
Knight, Sherry	Bachelor	7	1	3		Х
Lambert, Karenza	Masters	13	1	0		Χ
Laurinas, Sarah, RN	Bachelor	7	1	0	Х	

Mack, Mary, RN	Masters	14	1	0		Х
Manley, Mary, RN	Bachelor	18	1	0	Х	
McClindon, Christine	Certificate	5	1	0		Χ
Mendez, Shannon, RN	Bachelor	8	1	0	Х	
Migler, Kelly, RN	Bachelor	15	1	0		Х
Miller, Kenneth	Masters	16	2	4		Х
Scholl, Lisa, RN	Bachelor	7	1	0	Х	
Schryner, Kathy, RN	Bachelor	5	1	0	Х	
Schoeffel, Cheryl, RN	Associate	12	1	0		Х
Scott, Rhesa	Certificate	7	1	4	Х	
Wade, Nadine, RN	Bachelor	6	1	0		Х
Washington, Angela, RN	Bachelor	16	1	0	Х	
Williams, Donna	Masters	16	2	2		Х
,		-				

### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution _	Brown Mackie College-Merrillville						
Name of Program _	Bachelor of Science in Legal Studies						
Level of Degree (AAS	S, AS, AA,	BAS, BA, BS, MBA, MAS, MA	, MS, Ph.D.)	BS			
Name of Person Prepare	aring this F	orm	Saundra Howard	d			
Telephone Number		(219) 381-2235	<u>Applicat</u>	tion Type			
Date the Form was Pr	epared _	09/25/06	⊠ New	Renewal			

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills. Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant factual settings.
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as the Associate Degree Program in Paralegal utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Merrillville Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Bachelor of Science	e in Legal Studies			
TOTAL COURS	E HOURS:	180	Check one:	Quarter H	lours	$\boxtimes$
				Semester	r Hours	
				Clock Ho	urs	
LENGTH OF PR	ROGRAM:	45 months	TUITION:			
LENGTHOLT	COOKAWI.	<del>40</del> 1110111113	TOTTION.	ψ55,020		
SPECIALTY CO	OURSES:					
Course	Course				Course	
Number	<u>Title</u>				<u>Hours</u>	
AC 1011	Principles	of Accounting I			4	
BA 1140	Business I	Law I			4	
BA 1250	Human Re	esources			4	
BA 2000	Business I	Law II			4	
CJ 2150	Criminal P	rocedure			4	
CM 1800	Ethics				4	
EN 1200	Business (	Communications			4	
LG 1000	Torts and	Remedies			4	
LG 2000	Estate Pla	nning and Probate			4	
LG 3000	Bankruptc	y Law			4	
LG 3003	Administra	ative Law			4	
LG 3005	Insurance	Law			4	
LG 3006	Immigratio	n Law			4	
LG 4000	Advanced	Legal Research			4	
LG 4010	Evidence				4	
LG 4020	Advanced	Real Estate Law			4	
LG 4030	Employme	ent Law			4	
LG 4050	Environme	ental Law			4	
MC1150	Introduction	on to Microcomputer A	Applications		4	
MC1211	Spreadsh	eets I			4	
MC1311	Word Prod	cessing I			4	
PL 1121	Legal Res	earch and Writing			4	
PL 1125	Legal Res	earch and Writing II			4	

## **SPECIALTY COURSES**:

Course Number	Course Title	Course <u>Hours</u>
PL 1230	Family Law	4
PL 1330	Computers in the Legal Office	4
PL 1450	Litigation	4
PL 1530	Contract Law	4
PL 1730	Property Law	4
PL 1830	Criminal Law	4
PL 2900	Paralegal Externship	4
PL 4100	Legal Externship II	4
GENERAL El	DUCATION / LIBERAL ARTS COURSES:  Course	Course
<u>Number</u>	<u>Title</u>	Hours
BI 1361	Anatomy and Physiology	4
BI 2100	Elements of Microbiology	4
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
EN 1101	Composition I	4
EN 1102	Composition II	4
EN 2000	Introduction to Literature	4
GV1150	American Constitutional Law	4
HM 3000	History of Art Through the Middle Ages	4
HM 3100	History of Art Through the Modern Times	4
MT 1770	College Mathematics	4
MT 3000	Statistics	4
PS 1200	Principles of Psychology	4
SO 1200	Principles of Sociology	4
	edit/Clock Hrs. in Specialty: 124 1642 Percentage / 672 Percentage / 672 Percentage	
• •	edit/Clock Hrs. in Liberal Arts: / Percentag	je:

## III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

### 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The location of the Brown Mackie College-Merrillville library is located on the main level of the college and is easily accessible to all students.

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Tuesday 8:30am - 10:00pm

Wednesday 8:30am - 5:00pm

Thursday 8:30am – 10:00pm

Friday - closed

Saturday - closed

Currently the College has one full-time librarian.

#### 2. Number of volumes of professional material:

In the Brown Mackie College - Merrillville library, there are 2,782 professional volumes.

#### 3. Number of professional periodicals subscribed to:

The number of periodicals the College currently subscribes to is: 34

### 4. Other library facilities in close geographical proximity for student access:

Other libraries in close proximity for students to access are The Lake County Public Library and Indiana University Northwest Law Library. Both off-campus libraries are used by students when deemed necessary.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	34	Full-time:	13	Part-time:	21

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone.
	Diploma	Experience	at Your	at	Full-	Part-
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
Aron, Lashun R.	Masters	15	1	3	Χ	
Blaschke, Bryan R	Bachelor	10	4	2		Х
Brewer, Sharon, RN	Bachelor	10	1	2		Χ
Brown, Cardie, RN	Bachelor	18	1	2	Χ	
Cross, Sheila, RN	Bachelor	10	1	0	Χ	
Croyle, Cynthia, RN	Bachelor	27	1	0		Х
Curry, Sandra	Masters	10	5	6		Х
Dudley, Kelli	JD	3	1	2		Х
Falbo, Robert	Bachelor	25	1	2		Х
Fenning, John	JD	20	1	0		Х
Gallego, Herma, RN	Bachelor	10	1	0	Χ	
Glover, Jennifer, RN	Bachelor	13	1	2	Χ	
Hacker, Linda, RN	Bachelor	13	1	2	Χ	
Hartlzer, Roger	Bachelor	16	7	16		Х
Helpler, Joan	Masters	11	4	0		Х
Hickman, Christine	Bachelor	10	5	1		Х
Hurtado, Margaret	Bachelor	9	1	2		Х
Jeffries, Theresa, RN	Bachelor	14	1	0		Х
Knight, Sherry	Bachelor	7	1	3		Х
Lambert, Karenza	Masters	13	1	0		X
Laurinas, Sarah, RN	Bachelor	7	1	0	Χ	

Mack, Mary, RN	Masters	14	1	0		Х
Manley, Mary, RN	Bachelor	18	1	0	Х	
McClindon, Christine	Certificate	5	1	0		Х
Mendez, Shannon, RN	Bachelor	8	1	0	Х	
Migler, Kelly, RN	Bachelor	15	1	0		Х
Miller, Kenneth	Masters	16	2	4		Х
Scholl, Lisa, RN	Bachelor	7	1	0	Х	
Schryner, Kathy, RN	Bachelor	5	1	0	Х	
Schoeffel, Cheryl, RN	Associate	12	1	0		Х
Scott, Rhesa	Certificate	7	1	4	Х	
Wade, Nadine, RN	Bachelor	6	1	0		Х
Washington, Angela, RN	Bachelor	16	1	0	Х	
Williams, Donna	Masters	16	2	2		Х

### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College-Michigan City					
Name of Program _	Bachelor of Science in Business Administration					
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS						
Name of Person Prepare	aring this F	orm		Diane Didonna		
Telephone Number	_	(219)	877-3100	Application Type		
Date the Form was Pr	epared _	09	/27/06	New	Renewal	

# I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession
- Utilize current technology to address business applications

The Bachelor of Science in Business Administration will be structured in the same manner as the Associate Degree Program in Business Management utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Business Administration program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Michigan City business community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Bachelor of Science in Business Administration				
TOTAL COURSE HOURS:		180	Check one:	Quarter H	lours	
				Semester	Hours	
				Clock Hou	urs	
LENGTH OF PR	OGRAM:	45 months	TUITION:	\$35,820		
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
AC1011	Principles	of Accounting I			4	
AC1012	Principles	of Accounting II			4	
AC1710	Payroll Ma	ınagement			4	
BA1000	Introductio	n to Business			4	
BA1140	Business I	_aw I			4	
BA1250	Human Re	esources			4	
BA1300	Small Bus	iness Management			4	
BA2000	Business I	_aw II			4	
BA2220	Marketing	and Advertising			4	
BA2600	Principles	of Finance			4	
BA2900	Business I	Externship			4	
BA3000	Organizati	onal Behavior			4	
BA4000	Business /	Administration Extern	ship		4	
CM1800	Ethics				4	
EC2000	Principles	of Macroeconomics			4	
EC2100	Principles	of Microeconomics			4	
EC3000	Money and	d Banking			4	
EN1200	Business (	Communications			4	
FN3000	Corporate	Finance			4	
MC1150	Introduction	n to Microcomputer A	Applications	<u> </u>	4	

### **SPECIALTY COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
MC1211	Spreadsheets I	4
MC1311	Word Processing I	_4
MC1700	Professional Presentation Techniques	4
MC3000	Application of Management Information Systems	4
MG2000	Principles of Management	_4
MG4000	Global Business Management	_4
MG4100	Operations Management	4
MK4000	Retail Marketing	_4
MK4100	Consumer Behavior & Marketing Research	4
MK4200	Marketing, Sales and Channel Management	4

## **GENERAL EDUCATION / LIBERAL ARTS COURSES:**

Course Number	Course Title	Course <u>Hours</u>
		<u>110u15</u>
BI1361	Anatomy and Physiology	4
BI2100	Elements of Microbiology	
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
EN1101	Composition I	4
EN1102	Composition II	4
EN2000	Introduction to Literature	4
GV1150	American Constitutional Law	4
HM3000	History of Art Through the Middle Ages	4
HM3100	History of Art Through the Modern Times	4
MT1770	College Mathematics	4
MT3000	Statistics	4
PH2000	Introduction to Philosophy	4

SPECIALTY COURSES:
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Course <u>Number</u>	Course <u>Title</u>					Cou <u>Hou</u>	
PS1200	Principles of Psychology					4	
SO1200	Principles of Sociology					4	
	t/Clock Hrs. in Specialty: t/Clock Hrs. in General Courses:	120 60	/	1594 722	Percenta Percenta	~ <b>_</b>	67% 33%
lf applicable: Number of Credi	t/Clock Hrs. in Liberal Arts:		_ / _		Percenta	ge: _	

## III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The location of the Brown Mackie College-Michigan City library is located on the main level of the college and is easily accessible to all students.

The library is open 43 hours per week. The hours of operation are as follows:

Sunday: - closed

Monday 8:00am – 9:00pm

<u>Tuesday 8:00am – 9:00pm</u>

Wednesday 8:00am -12:00pm

Thursday 8:00am -9:00pm

Friday - closed

Saturday - closed

Currently the College has one full-time librarian.

2. Number of volumes of professional material:

In the Brown Mackie College - Michigan City library, there are 1443 volumes in addition to 302 videos/DVDs, 358 reference materials, and 75 vertical files.

3. Number of professional periodicals subscribed to:

The library currently subscribes to 35 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library, there are other library facilities:

Michigan City Public Library, LaPorte County Public Library, Chesterton Public Library, and Valparaiso Public Library. All of these libraries are within a 5 to 20 mile radius.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	11	Full-time:	3	Part-time:	8
------------------------------------	----	------------	---	------------	---

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Janet M. Bauer	Bachelor	5	4	0	Х	
James Cheslek	J.D.	26	6	0		Х
Donald Heichel	Masters	4	4	9 months		Χ
Delia McClam	Masters	15	1 month	6		Х
Alice K. Schaaf	Masters	8	2	1		Х
Larry Sherwood	Masters	31	2	0		Х
Hany Shahid	Masters	6	6 months	1		Х
Barbara Transki	J.D.	12	3	0		Х
Jason Warren	Masters	6	1	6		Χ
Joan Wiseman	J.D.	14	4	7	Χ	
Susan Zolvinski	Bachelor	17	11	0	Χ	

## **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College-Michigan City							
Name of Program	Bachelor of Science in Criminal Justice							
Level of Degree (AAS, AS, A	A, BAS, BA, BS, MBA, MAS, MA	, MS, Ph.D.)	BS					
Name of Person Preparing th	Diane Didonna							
Telephone Number	(219) 877-3100	<u>Applicat</u>	ion Type					
Date the Form was Prepared	09/27/06	⊠ New	Renewal					

# I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Criminal Justice program prepares graduates to enter the criminal justice field in a number of disciplines. Graduates are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well rounded career in criminal justice.

Graduates of the program will

- Develop a broad understanding of law enforcement, the judicial system and the judicial process
- Demonstrate standards and principles in the criminal justice field.
- Demonstrate ethical discretion in the criminal justice environment.
- Analyze the impact of the criminal justice system on the community

The Bachelor of Science in Criminal Justice will be structured in the same manner as the Associate Degree Program in Criminal Justice utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Criminal Justice program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Michigan City business community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Bachelor of Scien	ce in Criminal Justice				
TOTAL COURS	E HOURS:	180	Check one:	Quarter H	Hours	$\boxtimes$	
				Semeste	r Hours		
				Clock Ho	urs		
LENGTH OF PR	ROGRAM:	45 months	TUITION:	\$35,820			
SPECIALTY CO	DURSES:						
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>		
BA1140	Business	Law			4		
CJ1002	Introduction	Introduction to Law Enforcement					
CJ1004	Introduction	on to Corrections			4		
CJ1150	Introduction	on to Criminal Justic	е		4		
CJ1550	Criminal Ir	nvestigation and Pol	lice Procedure		4		
CJ1560	Correction	al Systems and Pra	actices		4		
CJ2150	Criminal F	rocedure			4		
CJ2250	Juvenile J	ustice			4		
CJ2900	Criminal J	ustice Externship			4		
CJ3003	Juvenile D	elinquency			4		
CJ3006	Law Enfor	cement Operations			4		
CJ3008	Criminalis	tics I			4		
CJ3020	Civil Liabil	ity			4		
CJ3021	Probation	and Parole			4		
CJ3022	Juvenile F	rocedures			4		
CJ4003	Critical Iss	sues in Criminal Jus	tice		4		
CJ4004	Family Vic	olence			4		
CJ4005	Communit	y Corrections			4		
CJ4010	Law Enfor	cement Supervision	and Management		4		

### **SPECIALTY COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
CJ4012	Criminal Investigation	4
CJ4020	Criminalistics II	4
CJ4900	Advanced Criminal Justice Externship	4
CM1800	Ethics	4
EN1200	Business Communications	4
MC1150	Introduction to Microcomputer Applications	4
MC1311	Word Processing I	4
MC1800	Internet Research	4
PL1122	Legal Research	4
PL1123	Legal Writing	4
PL1830	Criminal Law	4

## **GENERAL EDUCATION / LIBERAL ARTS COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
BI 1361	Anatomy and Physiology	4
BI2600	Elements of Microbiology	4
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
EN1101	Composition I	4
EN 1102	Composition II	4
EN2000	Introduction to Literature	4
GV1150	American Constitutional Law	4
HM3000	History of Art Through the Middle Ages	4
HM3001	History of Art Through the Modern Ages	4
MT1770	College Mathematics	4
MT3000	Statistics	4

### **SPECIALTY COURSES:**

Course <u>Number</u>	Course <u>Title</u>					Cour <u>Hour</u>	
PH2000	Introduction to Philosophy					4	
PS1200	Principles of Psychology					4	
SO1200	Principles of Sociology					4	
	/Clock Hrs. in Specialty: /Clock Hrs. in General Courses:	120 60	_ / .	1594 720	Percentag Percentag	_	67% 33%
If applicable: Number of Credit	/Clock Hrs. in Liberal Arts:		_ / _		Percentag	je: _	

## III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The location of the Brown Mackie College-Michigan City library is located on the main level of the college and is easily accessible to all students.

The library is open 43 hours per week. The hours of operation are as follows:

Sunday: - closed

Monday 8:00am - 9:00pm

<u>Tuesday 8:00am – 9:00pm</u>

Wednesday 8:00am -12:00pm

Thursday 8:00am -9:00pm

Friday - closed

Saturday - closed

Currently the College has one full-time librarian.

#### 2. Number of volumes of professional material:

In the Brown Mackie College - Michigan City library, there are 1443 volumes in addition to 302 videos/DVDs, 358 reference materials, and 75 vertical files.

### 3. Number of professional periodicals subscribed to:

The library currently subscribes to 35 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

### 4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library, there are other library facilities:

Michigan City Public Library, LaPorte County Public Library, Chesterton Public Library,
and Valparaiso Public Library. All of these libraries are within a 5 to 20 mile
radius.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	11	Full-time:	3	Part-time:	8
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Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Janet M. Bauer	Bachelor	5	4	0	Х	
James Cheslek	J.D.	26	6	0		Х
Donald Heichel	Masters	4	4	9 months		Х
Delia McClam	Masters	15	1 month	6		Х
Alice K. Schaaf	Masters	8	2	1		Х
Larry Sherwood	Masters	31	2	0		Χ
Hany Shahid	Masters	6	6 months	1		Χ
Barbara Transki	J.D.	12	3	0		Χ
Jason Warren	Masters	6	1	6		Χ
Joan Wiseman	J.D.	14	4	7	Χ	
Susan Zolvinski	Bachelor	17	11	0	Χ	

### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College-Michigan City				
Name of Program	Bachelor of Science in Legal Studies				
Level of Degree (AAS, AS, AA	A, BAS, BA, BS, MBA, MAS, MA,	MS, Ph.D.)	BS		
Name of Person Preparing this	s Form	Diane Didonna			
Telephone Number	(219) 877-3100	<u>Applicat</u>	ion Type		
Date the Form was Prepared	09/27/06	⊠ New	Renewal		

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

### **Legal Studies**

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant factual settings
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as the Associate Degree Program in Paralegal utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Michigan City business community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

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# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Bachelor of Science	ce in Legal Studies			
TOTAL COURS	E HOURS:	180	Check one:	Quarter F	lours	$\boxtimes$
				Semester	r Hours	
				Clock Ho	urs	
LENGTH OF PR	ROGRAM:	45 months	TUITION:	\$35,820		
SPECIALTY CC	OURSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
AC1011	Principles	of Accounting I			4	
BA1140	Business	Law I			4	
BA1250	Human Re	esources			4	
BA2000	Business	Law II			4	
CJ2150	Criminal P	rocedure			4	
CM1800	Ethics				4	
EN1200	Business	Communications			4	
LG1000	Torts and	Remedies			4	
LG2000	Estate Pla	nning and Probate			4	
LG3000	Bankrupto	y Law			4	
LG3003	Administra	ative Law			4	
LG3005	Insurance	Law			4	
LG3006	Immigratio	on Law			4	
LG4000	Advanced	Legal Research			4	
LG4010	Evidence				4	
LG4020	Advanced	Real Estate Law			4	
LG4030	Employme	ent Law			4	
LG4050	Environme	ental Law			4	
MC1150	Introduction to Microcomputer Applications				4	

### **SPECIALTY COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
MC1211	Spreadsheets I	4
MC1311	Word Processing I	4
PL1121	Legal Research and Writing	4
PL1125	Legal Research and Writing II	4
PL1230	Family Law	4
PL1330	Computers in the Legal Office	4
PL1450	Litigation	4
PL1530	Contract Law	4
PL1730	Property Law	4
PL1830	Criminal Law	4
PL2900	Paralegal Externship	4
PL4100	Paralegal Externship II	4

## **GENERAL EDUCATION / LIBERAL ARTS COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
BI1361	Anatomy and Physiology	4
BI2100	Elements of Microbiology	4
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
EN1101	Composition I	4
EN1102	1102 Composition II	
EN2000 Introduction to Literature 4		4
GV1150	American Constitutional Law	4
HM3000	History of Art Through the Middle Ages	4
HM3100		
MT1770	College Mathematics	4

<b>SPECIALTY</b>	COURSES:
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Course <u>Number</u>	Course <u>Title</u>					Cour <u>Hour</u>		
MT3000	Statistics					4		
PS1200	Principles of Psychology					4		
SO1200	Principles of Sociology					4		
	t/Clock Hrs. in Specialty: t/Clock Hrs. in General Courses:	124 56	_ / _	1642 672	Percentag	_	69% 31%	
If applicable: Number of Cred	t/Clock Hrs. in Liberal Arts:		/		Percentag	je:		

# III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

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Wednesday 8:00am -12:00pm

Thursday 8:00am -9:00pm

Friday – closed

Saturday – closed

Currently the College has one full-time librarian.

2. Number of volumes of professional material:

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3. Number of professional periodicals subscribed to:

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4. Other library facilities in close geographical proximity for student access:

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Michigan City Public Library, LaPorte County Public Library, Chesterton Public Library, and Valparaiso Public Library. All of these libraries are within a 5 to 20 mile radius.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	11	Full-time:	3	Part-time:	8
------------------------------------	----	------------	---	------------	---

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Janet M. Bauer	Bachelor	5	4	0	Х	
James Cheslek	J.D.	26	6	0		Х
Donald Heichel	Masters	4	4	.75		Х
Delia McClam	Masters	15	.08	6		Х
Alice K. Schaaf	Masters	8	2	1		Х
Larry Sherwood	Masters	31	2	0		Χ
Hany Shahid	Masters	6	.5	1		Х
Barbara Transki	J.D.	12	3	0		Χ
Jason Warren	Masters	6	1	6		Χ
Joan Wiseman	J.D.	14	4	7	Χ	
Susan Zolvinski	Bachelor	17	11	0	Χ	

### **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Bauer	Janet	M
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Michigan City	v, IN
		Names of Courses Taught:	
Professiona	al Development	Introduction to Busines	S
Small Busin	ness Management	Human Resources	
Business La	aw	Ethics	
Internet Re	search	Public Speaking	
Business C	ommunication		

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana Wesleyan University	Marion, IN	Master of Science - Management	2005	2006
Purdue University	Westville, IN	B.S Supervision	1983	1989
No. Indiana School of Radiologic Technology	Westville, IN	Certification in Radiologic Technology	1976	1978
			Employme	nt Period
				iit i Ciiou
Applicable Experience	Location	Exact Nature of Experience	From:	To:
	Location  Michigan City, IN			
Experience		Experience	From:	То:
Brown Mackie College	Michigan City, IN	Department Chairperson Area Coordinator for	From: 2002	To:

### **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Cheslek	James	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Brown Mackie College - Michigan City

Names of Courses Taught:			
GV1150 American Constitutional Law	PL1122 Legal Research		
BA1140 Business Law	CJ2250 Juvenile Justice		
BA1250 Human Resources	CJ1150 Introduction to Criminal Justice		
PL1730 Property Law	PL1123 Legal Writing		
PL1450 Litigation			
CM1800 Ethics			
CF1100 Professional Development			
CM2500 Medical Ethics			

Cauras of	Area or Subject of		Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Valparaiso University	Valparaiso, IN	J.D. Law	1971	1974
Cavin College	Grand Rapids, MI	B.A. Political Science	1966	1970
Amaliaabla		Event Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location  Northwest, IN			
Experience Hoeppner, Wagner, &		Experience  Managing Partner of a 33	From:	То:
Experience Hoeppner, Wagner, & Evans	Northwest, IN	Experience  Managing Partner of a 33 attorney firm	From:	<b>To:</b> 2000

### **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:

Heichel

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Donald

A. II

(Last)	(First)	(Middle)
NAME OF INSTITUTION:	Brown Mackie College	
	Names of Courses Taught:	
Introduction to Business		
Principles of Finance		
Small Business Management		
Accounting, Integrated Accou	nting, Payroll Accounting	
Marketing		
Human Resource Manageme	nt	
Human Relations		
Business Ethics, Business La	W	
		Period of Attendance

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Foresters	Online	Insurance CE	Aug 06	Sep 06
Foresters	Online	Securities CE	JUL 06	Aug 06
			Employment Period	
Annlinghla		Freet Nations of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location Indianapolis, IN			
Experience		Experience	From:	То:
Experience  Business Insurance	Indianapolis, IN	Experience Sales	From:	To:

### **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	McClam	Delia	M
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Michigan City	
		Names of Courses Taught:	
EN 1102 C	Composition II		

0		Anna an Oakiast of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:
Indiana University	Bloomington, IN	Journalism Ed., Ed. Psy.	1968	1972
Indiana University	Bloomington, IN	Journalism Ed., Ed. Psy.	1972	1975
Calumet College St. Joseph	Whiting, IN	Clinical Psy.	1979	1981
Indiana University	South Bend	Special Ed. Endorsement	1991	1993
			Empleyme	nt Dorind
Applicable		<b>Exact Nature of</b>	Employme	ent Period
Experience	Location	Experience	From:	To:
Gary Public Schools	Gary, IN	Special Ed. Teacher	1991	1998
Gary Public Schools	Gary, IN	Special Ed. Teacher	2000	present
Holliday Health Care	Gary, IN	Alcohol and Drug Therapist	1981	1998
Martin University	Indianapolis, IN	Teacher in Womens' Prison	1998	2000

### **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Schaaf	Alice	Katherine
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College- Michigan City	
		Names of Courses Taught:	
CM1200 Ef			
CM1800 Et	hics		
CF1100 Pro	ofessional Developn	nent	
EN2000 Int	roduction to Literatu	ire	
MC1800 Int	ternet Research		
PS1200 Pri	nciples of Psycholog	gy	

0		Area or Subject of	Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
International Education Services	Tokyo, Japan	Pre-school/Elem. Ed., Creative Dance&Drama	1981	1986
Home School Teacher's Association	Fukuoka, Japan	Curr. Accred. Cert., Elementary Teaching Cert.	1987	1989
College of St. Scholastica	Duluth, MN	BA in Org. Behavior, Psy and Management Majors	2000	2004
University of Phoenix	Phoenix, AZ	MS ED	2004	2006
Annliachla		Event Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Life House	Duluth, MN	Counseling, Youth Mentor, Intake, Comm. Services	10/1998	05/2000
Lowell Elementary	Duluth, MN	Teaching Assistant	10/2000	6/2001
Lakeview Christian Academy	Duluth, MN	Teacher, All Subjects, Middle and High School	10/2001	6/2002
	Michigan City, IN			

## **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Shahid	Hany	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Brown Mackie College - Michigan City

Names of Courses Taught:			
CD 1105 Fundamentals of Drafting	CD 1120 Multiview Drawing		
CD 1130 Dimensioning and Tolerancing	CD 1140 Technical Drawing		
CD 1200 Descriptive Geometry	CD 2150 Fastening Devices		
CD 2160 Detail Drawing	CD 2170 AutoCAD Customization		
CD 2250 3-Dimensional Graphics	CD 2260 Solid Modeling		

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:
Ain-Shams University	Cairo, Egypt	Bachelor of Architecture	1976	1982
Indiana University	South Bend, IN	Masters Degree in Business Administration	1986	1988
			Employme	nt Period
Ammiliaahla		Event Nature of		
Applicable Experience	Location	Exact Nature of Experience	From:	To:
	Location South Bend, IN			
Experience		Experience	From:	То:
Experience  CTG Associates	South Bend, IN	Designer/Draftsmand	From: 2006	To:

## **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Sherwood	Larry	D
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Michigan City	
		Names of Courses Taught:	
BA 1140 Bu	usiness Law		
BA 1250 H	uman Resources		
BA 1300 Sr	mall Business Mana	agement	
BA 2600 Pr	rinciples of Finance		
MC 1211 S	preadsheets I and	MC 1212 Spreadsheets II	
MC1311 W	ord Processing I ar	nd MC 1312 Word Processing II	
MC 1400 D	atabase Application	ns	
MC 1700 P	rofessional Present	tation Techniques	

		Period	Period of Attendar	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Georgia State University	Atlanta, GA	Client-Server Networks and Distributed Processing	9/93	12/94
AT & T Prof Dev Center Executrain	Atlanta, GA	Power Point, Word, Excel, Microsoft Access	9/93	1/94
Georgia State University	Atlanta, GA	Master of Decision Sciences-Bus. Admin.	1981	1983
Georgia State University	Atlanta, GA	Master of Business Information Systems	1979	1981
			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
AT & T and Lucent Technologies	Atlanta, GA	Senior Mgr and CIO - many other mgt positions	1970	2001
Brown Mackie College	Michigan City, IN	Adjunct Instructor	2004	Present

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Transki		Barbara	Ann				
	(Last)		(First)	(Middle)				
NAME OF	INSTITUTIO	ON: Brown N	Brown Mackie College - Michigan City, IN					
		Names	of Courses Taught:					
Legal Res	earch							
Legal Writi	ng							
Constitutio	nal Law							
Property L	aw							
Correction	al Systems							
Criminal Ju	ustice							
Criminal La	aw							
Criminal P	rocedures							
		T		1				
Course of		Location	Area or Subject of	Period of A	Period of Attendance			
Source of Training/E			Area or Subject of Training/Education	From:	То:			
Purdue Unive	ersity	Westville, IN	General Business (A.A.)	1979	1981			

Valparaiso University	Valparaiso, IN	Law (J.D.)	1991	1994
Applicable	Location	Exact Nature of Experience	Employment Period	
Experience			From:	To:
Private Law Practice	Michigan City, IN	Attorney	1994	Present
Deputy Public Defender	LaPorte County, IN		1995	Present

Psychology (B.A.)

1981

1983

Hammond, IN

**Purdue University** 

## **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

NAME:	Warren	Jason			
	(Last)	(First)	(Middle)		
NAME OF INSTITUTION:		Brown Mackie College - Michigan City			
		Names of Courses Taught:			
EN1200 Bus	siness Communicati	ons			
CM1800 Eth	nics				
SO1200 Pri	nciples of Sociology				
EN1101 Co	mposition I				
EN0955 Fundamentals of English					
CM1200 Eff	ective Public Speak	ing			
EN1102 Co	mposition II				

Course of		Avec on Cubicat of	Period of Attendance		
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Purdue Calumet	Hammond, IN	English Literature	2002	2005	
Purdue North Central	Westville, IN	Liberal Studies	1993	1999	
Annliaghla		French Notions of	Employme	nt Period	
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
	Location Hammond, IN		From: 1999	<b>To:</b> 2005	
Experience		Experience Teaching all levels of			
Experience Purdue North Central	Hammond, IN	Experience Teaching all levels of Composition Teaching Reading	1999	2005	

# **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Wiseman Joan Frances
(Last) (First) (Middle)

NAME OF INSTITUTION: Brown Mackie College-Michigan City

Names of Courses Taught:				
GV1150 American Constitutional Law	PL1230 Family Law			
CM1200 Effective Public Speaking	PL1450 Litigation			
CM1800 Ethics	PL1530 Contract Law			
CJ1150 Introduction to Criminal Justice	PL1730 Property Law			
CJ2150 Criminal Procedure	PL1830 Criminal Law			
CJ2250 Juvenile Justice				
PL1122 Legal Research				
PL1123 Legal Writing				

Saura of		Anna an Cubia et af	Period of Attendance		
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Purdue University	Westville, IN 46391	Bachelor of Liberal Studies	1985	1989	
Valparaiso University School of Law	Valparaiso, IN 46383	Juris Doctor	1989	1992	
Amplicable		Funct Nature of	Employme	nt Period	
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:	
	Location  Michigan City, IN 46360				
Experience		Experience	From:	То:	
Indiana licensed Attorney	Michigan City, IN 46360	Experience  Solo practice Teaching Constitutional	From: 1992	To:	

#### **COMMISSION ON PROPRIETARY EDUCATION**

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Zolvinski	Susan	k	(
NAME:			
(Last)	(First)	(Mid	ldle)
, ,	Brown-Mackie College,	Michigan City	•
NAME OF INSTITUTION: _			
	<b>A</b>	II ME courses.	
<b>Specific Courses that You</b>	Teach in Program:		
•	•		
Source of	Location	Area or Subject of	Peri

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
			From: To:
Argosy University	Chicago, IL	Business Administration – MBA	1/2005-present
Kennedy-Western			
University	Cheyenne, WY	Health Administration – BS	8/2000-5/2001
Commonwealth College	LaPorte, IN	Medical Assisting – AAS	11/1996-5/1997
Lake Michigan College	Bention Harbor, MI	Practical Nursing-Certificae	9/1982 - 5/1983
Lake Michigan College	Benton Harbor, MI	Medical Assisting-Certificate	9/1981 – 5/1982
Applicable Experience	Location	Exact Nature of Experience	Employment
		^	Period
			From: To:
American Education Center	Michigan City , IN	Department Chairperson – Allied Health Programs	11/1995-present
Med Watch, P.C.	Michigan City, IN	Director of Nursing	4/1991-1/1996
John H. Phillips, MD	Michigan City, IN	Office Nurse	1988-1991
St. Anthony Hospital	Michigan City, IN	Staff Nurse	1989-1991

I certify that the above information is correct to the best of my knowledge.				
SIGNATURE OF INSTRUCTOR	DATE			

# **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College - South Bend					
Name of Program	Occupational Therapy Assistant					
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA				, MS, Ph.D.)	AAS	
Name of Person Prep	aring this Fo	orm	Michelle She	perd, OTR, Prog	ram Director	
Telephone Number		574-	237-0774	<u>Applicat</u>	ion Type	
Date the Form was Pr	epared	Octob	er 17, 2006	New	Renewal	

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Occupational Therapy Assistant program provides the student with the knowledge, skills, practice, and professionalism necessary to obtain an entry-level position as an occupational therapy assistant. The objective of the program is to train the student to administer occupational therapy treatments, under the direction of an occupational therapist, to individuals who have lost functional abilities due to illness, injury, or disease. This program will prepare the graduate for the National Board for Certification Occupational Therapy (NBCOT) Certification Examination for occupational therapy assistants. The basic sequencing of occupational therapy courses, which combine classroom lecture, laboratory, and clinical experiences, is supplemented with general education to enhace the student's versatility and effectiveness in the occupational therapy profession.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Occupational Therap	y Assistant			
TOTAL COURSE	HOURS:	100	Check one:	Quarter H	lours	$\boxtimes$
				Semester	Hours	
				Clock Hou	urs	
LENGTH OF PRO	OGRAM:	24 Months	TUITION:	\$25,116.0	00	
SPECIALTY CO	<u>URSES</u> :					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
BI 1361	Anatomy a	and Physiology			4	
CF 1100	Profession	nal Development			4	
EN 1200	Business	Communication			4	
MC 1150	Introduction	on to Microcomputers			4	
ME 1110	Medical Te	erminology			4	
OT 1010	Introduction	n to Occupational The	rapy		4	
OT 1115	Therapeut	ic Media			4	
OT 1215	Functional	Anatomy I			4	
OT 1315	Functional	Anatomy II			4	
OT 1510	Intervention	on in Pediatrics and Ad	olescents		4	
OT 1560	Intervention	n in Physical Rehabilit	ation		3	
OT 1600	Fieldwork	I			1	
OT 2150	Intervention	on in Neurological Reha	abilitation		4	
OT 2465	Intervention	on in Mental Health			4	
OT 2470	Intervention	on in Geriatrics			4	
OT 2990	Fieldwork	II-A			10	
OT 2991	Fieldwork	II-B			10	

# **SPECIALTY COURSES**: Course Course Course Number Title **Hours GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course <u>Number</u> Title Hours CM 1200 \*Effective Public Speaking \*Composition I EN 1101 4 \*Composition II EN 1102 4 MT 1770 \*College Mathematics 4 PS 1200 \*Principles of Psychology 4 SO 1200 \*Principles of Sociology 4 Number of Credit/Clock Hrs. in Specialty: 76% Percentage:

Percentage:

Percentage:

100%

Number of Credit/Clock Hrs. in General Courses:

Number of Credit/Clock Hrs. in Liberal Arts:

If applicable:

# III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff: The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are: Monday, Tuesday and Thursday: 8 a.m. to 1 p.m. and 4 p.m. to 9 p.m.

Wednesday: 8 a.m. to 1 p.m.

Friday: 8 a.m. to 12 p.m. and 12:30 p.m. to 2 p.m.

### 2. Number of volumes of professional material:

Brown Mackie College-South Bend's library houses 2,609 volumes with 217 professional titles and 300 videos for check-out by students.

### 3. Number of professional periodicals subscribed to:

The library offers 58 different periodicals and 3 newspapers. Brown Mackie College-South Bend also offers Inspire for online periodicals and journals.

### 4. Other library facilities in close geographical proximity for student access:

Brown Mackie College-South Bend students have access to the following local libraries: St. Joseph County Library; Notre Dame Library; Indiana University at South Bend and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the state of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 8 Full-time: 4 Part-time: 4	4	
--	---	--

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Margaret Coffey	AA, BS,	26	6 mos.	4		Х
Arthea Estridge	BS, MS	10	10	0	Χ	
Tracy Gergely	BA	7	4	0		Х
Michaela Meagher	BA	12	4	8	Х	
Linda Sayre	BS, MS	36	21	10	Χ	
Stephanie Scharf	BS, MSW	25	2	0		Χ
Michelle Sheperd	BS	25	3	0	Χ	
Sheila Smith	D.Ed	21	3	13		Χ

# DEGREE APPLICATION (New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie Colleg	je - South Bend					
Name of Program	Information Technology						
Level of Degree (AAS, AS,	AA, BAS, BA, BS, MBA, MAS, MA	., MS, Ph.D.)	AS				
Name of Person Preparing t	his Form	Villiam C. Hanse	n				
Telephone Number	574-237-0774 Application						
Date the Form was Prepare	September 5, 2006	New	Renewal				
	S: Describe what the program is d in order to accomplish the objust am description:		hieve and				
infrastructure design and de such as a support specialist education, business and tec	graduate is prepared to attain entry velopment. The IT graduate is pre help desk, or software trainer. The hnical courses in order to produce ag successfully in a technology-ena	epared for entry-lene program included a well-rounded g	evel positions les general raduate capable				
Information Technology deg The program objectives of the	ree objectives: ne Associate of Science in Informa	tion Technology इ	are to:				
2) Identify and address busi technological solutions.	s using IT methodologies, technologies problems with entry level profing for technology implementation	ficiency and comr	municate				

4) Demonstrate fundamental planning skills and concepts.

5) Articulate and practice professional and ethical industry standards.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Information Techr	nology			
TOTAL COURS	E HOURS:	96 credit	Check one:	Quarter H	lours	$\boxtimes$
				Semester	Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	24 months	TUITION:	\$18,144.0	00	
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
AC1101	Principles	of Accounting I			4	
BA1000	Introduction	n to Business			4	
DB1100	Introduction	n to Databases			4	
ET2201	Computer	Repair: Systems ar	nd Software		4	
ET2202	Computer	Repair: Hardware A	Applications		4	
IT1100	Fundamer	ntals of Information	Technology		4	
IT1150	Fundamer	ntals of Logic and Pr	roblem Solving		4	
IT1200	Fundamer	ntals of Web-based	Systems		4	
IT1300	Networkin	g Fundamentals			4	
IT1400	Human-Co	omputer Interaction			4	
IT2000	Fundamer	ntals of Task Analys	is and Project Manage	ement	4	
IT2900	Informatio	n Technology Exter	nship		4	
	_			<u> </u>		

#### **SPECIALTY COURSES:** Course Course Course Number Title Hours **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours CF 1000 Professional Development CM 1200 \*Effective Public Speaking 4 CM 1800 **Ethics** 4 EN 1101 \*Composition I 4 EN 1102 \*Composition II 4 **Business Communications** 4 EN 1200 Introduction to Microcomputer Applications 4 MC 1150 MC 1211 Spreadsheets I 4 MC 1311 Word Processing I 4 \*College Mathematics 4 MT 1770 \*Principles of Psychology PS 1200 4 SO 1200 \*Principles of Sociology 4 Number of Credit/Clock Hrs. in Specialty: Percentage: 58%

Percentage:

Percentage:

16 / \_\_\_\_\_

50%

50%

Number of Credit/Clock Hrs. in General Courses:

Number of Credit/Clock Hrs. in Liberal Arts:

If applicable:

# III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m to 9:00 p.m. Wednseday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

### 2. Number of volumes of professional material:

Brown Mackie College - South Bend's library houses 2,609 volumes, 217 professional titles and 300 videos for check-out by students

### 3. Number of professional periodicals subscribed to:

The library offers 58 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary laon through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u> : Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.									
Total # of Faculty in the Program:	5	Full-time:	3	_ Part-time: _	2				

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ibrahim Chabaan	AS, BS	4	1.5	0		Х
Arthea Estridge	BS, MS	10	10	0	Χ	
Michaela Meagher	ВА	12	4	8	Χ	
Linda Sayre	BS, MS	36	21	10	Χ	
Stephanie Scharf	BS, MSW	25	2	0		Х
Sheila Smith	D.Ed	21	3	13		Х

### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College - South Bend							
Name of Program	Business Administration							
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)								
Name of Person Preparing this	Villiam C. Hanse	n						
Telephone Number	574-237-0774	Application Type						
Date the Form was Prepared	September 5, 2006	New	Renewal					
I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.								
Business Administration program description:								
The Bachelor of Business Administration program is built on a foundation of general studies in nathematics, social sciences, humanities, science, language arts and key business competencies. The program prepares graduates to enter a variety of fields within the business								

Graduates of the program will:

arena or add to an existing set of skills.

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession.
- Utilize current technology to address business applications

The Bachelor of Science in Business Administration will be structured in the same manner as the Associate Degree Program in Business Management utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Business Administration program will employ the use of a Program Advisory Committee consisting of interested prominent members of the South Bend Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRA	AM:	Business Administration				
TOTAL COURSE H	IOURS:	180 credits	Check one:	Quarter	Hours	$\boxtimes$
				Semeste	er Hours	
				Clock H	ours	
LENGTH OF PROG	SRAM:	45 months	TUITION:	\$35,820	0.00	
SPECIAL TY COLIR	SFS.			1		
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
AC1011	Principle	es of Accounting I			4	
AC1012	Principle	es of Accounting II			4	
AC1710	Payroll I	Management			4	
BA1000	Introduc	ction to Business			4	
BA1140	Busines	s Law I			4	
BA1250	Human	Resources			4	
BA1300	Small B	usiness Management			4	
BA2220	Marketir	ng and Advertising			4	
BA2600	Principle	es of Finance			4	
BA2900	Busines	s Externship			4	
BA2000	Busines	s Law II			4	
BA3000	Organiz	ational Behavior			4	
CM1800	Ethics				4	
EC2000	Principle	es of Microeconomics			4	
EC2100	Principle	es of Macroeconomics			4	
EC3000	Money a	and Banking			4	
EN1200	Busines	s Communications			4	
FN3000	Corpora	te Finance			4	
MC1150	Intro to	Micro Computer Application	าร		4	

SPECIAL TY C	OURSES:	
Course Number	Course Title	Course Hours
MC1211	Spreadsheets I	4
MC1311	Word Processing I	4
MC1700	Professional Presentation Techniques	4
MG4000	Global Business Management	4
MG4100	Operations Management	4
BA4000	Business Administration Externship	4
MC3000	Application of Management Information Systems	4
MG2000	Principles of Management	4
MK4000	Retail Marketing	4
MK4100	Consumer Behavior and Marketing Research	4
MK4200	Marketing, Sales and Channel Management	4
GENERAL ED	UCATION / LIBERAL ARTS COURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
BI1361	Anatomy & Physiology	4
BI2100	Elements of Microbiology	4
CF1100	Professional Development	4
CM1200	*Effective Public Speaking	4
EN1101	*Composition I	4
EN1102	*Composition II	4
EN2000	Introduction to Literature	4
GV1150	American Constitutional Law	4
HM3000	History of Art Through Middle Ages	4
HM3100	History of Art Through the Modern Times	4
MT3000	Statistics	4
MT 1770	College Mathematics	4
PH2000	Introduction to Philosophy	4

Course <u>Number</u>		Course <u>Title</u>					1 1 -	Course Hours
PS 1200		Principles of Psychology					4	4
SO1200		Principles of Sociology						1
Number of Cre	dit/C	lock Hrs. in Specialty:	120	/	1594	Percent	tage:	679
Number of Cre	dit/C	lock Hrs. in General Courses:	60	_	720	Percent	tage:	33%
If applicable:								
Number of Credit/Clock Hrs. in Liberal Arts: / Percenta					tage:			

# institution.

# 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m. to 9:00 p.m. Wednesday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

### 2. Number of volumes of professional material:

Brown Mackie College - South Bend's library houses 2,614 volumes, 217 professional titles and 300 videos.

### 3. Number of professional periodicals subscribed to:

The library offers 61 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

### 4. Other library facilities in close geographical proximity for student access:

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor. \*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	7	Full-time:	4	Part-time:	3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ibrahim Chabaan	AS, BS	4	1.5	0		Х
Arthea Estridge	BA, MS	10	10	0	Χ	
Michaela Meagher	BA	12	4	8	Х	
Linda Sayre	BS, MS	36	21	10	Χ	
Stephanie Scharf	BS, MSW	25	2	0		Х
Sheila Smith	PhD	21	3	13		Х
Jeff Ware	BA, JD	12	1	1	Х	

### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie College - South Bend						
Name of Program	Criminal Justice						
Level of Degree (AAS, AS, AA	A, BAS, BA, BS, MBA, MAS, MA, M	S, Ph.D.)	BS				
Name of Person Preparing this Form William C. Hansen			n				
Telephone Number	574-237-0774	Application Type					
Date the Form was Prepared	September 5, 2006	⊠ New	Renewal				

# I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

### Criminal Justice program description:

The Bachelor of Criminal Justice program prepares graduates to enter the criminal justice field in a number of disciplines. Graduates are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well rounded career in criminal justice.

Graduates of the program will:

- Develop a broad understanding of law enforcement, the judicial system and the judicial process
- Demonstrate standards and principles in the criminal justice field.
- Demonstrate ethical discretion in the criminal justice environment.
- Analyze the impact of the criminal justice system on the community

The Bachelor of Science in Criminal Justice will be structured in the same manner as the Associate Degree Program in Criminal Justice utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Criminal Justice program will employ the use of a Program Advisory Committee consisting of interested prominent members of the South Bend Legal Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROG	SRAM:	Criminal Justice				
TOTAL COURSE	E HOURS:	180 hours	Check one:	Quarter H	ours	$\boxtimes$
				Semester	Hours	
				Clock Hou	ırs	
LENGTH OF PR	OGRAM:	45 months	TUITION:	\$35	5,820.00	
SDECIAL TV CO	UDSES.					
SPECIALTY CO	UKSES:					
Course Number	Course Title				Course Hours	
BA1140	Business	l aw			4	
CJ1150		on to Criminal Justice			4	
CJ2150	Criminal F				4	
CJ2250	Juvenile J				4	
CJ2900		ustice Externship			4	
CJ1002		on to Law Enforcement			4	
CJ1004		on to Corrections			4	
CJ3003	Juvenile D	elinquency			4	
CJ3006	Law Enfor	cement Operations			4	
CJ3008	Criminalis	tics I			4	
CJ3020	Civil Liabil	ity			4	
CJ3021	Probation	& Parole			4	
CJ3022	Juvenile F	rocedures			4	
CJ1004	Introduction	ons to Corrections			4	
CJ4003	Critical Iss	sues in Criminal Justice			4	
CJ4004	Family Vic	olence			4	
CJ4005	Communit	y Corrections			4	
CJ4010	Law Enfor	cement Supervision &	Management		4	
CJ4012	Criminal Ir	nvestigation			4	

SPECIALTY	COURSES:	
Course Number	Course <u>Title</u>	Course <u>Hours</u>
CJ4020	Criminalistics II	4
CM1800	Ethics	4
EN1200	Business Communications	4
MC1150	Introduction to Microcomputer Applications	4
MC1311	Word Processing I	4
MC1800	Internet Research	4
PL1122	Legal Research	4
PL1123	Legal Writing	4
CJ1550	Criminal Investigation and Police Procedure	4
CJ1560	Correctional Systems and Practices	4
CJ4900	Advanced Criminal Justice Externship	4
PL1830	Criminal Law	4
GENERAL E	DUCATION / LIBERAL ARTS COURSES:	
Course Number	Course <u>Title</u>	Course <u>Hours</u>
BI1361	Anatomy & Physiology	4
BI2100	Elements of Microbiology	4
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
EN1101	Compositions I	4

4

4

EN2000

GV1150

Introduction to Literature

American Constitutional Law

SPECIALTY CO	DURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course Hours
HUM1001	History of Art Through the Middle Ages	4
HUM1002	History of Art Middle Ages Through Present Times	4
MAT2058	Statistics	4
MT1770	College Mathematics	4
PH2301	Introduction to Philosophy	4
PS1200	Principles of Psychology	4
SO1200	Principles of Sociology	4
	it/Clock Hrs. in Specialty: 120 / 1594 Percental it/Clock Hrs. in General Courses: 60 / 720 Percental	
If applicable: Number of Cred	it/Clock Hrs. in Liberal Arts: / Percenta	age:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m. to 9:00 p.m.

Wednesday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

### 2. Number of volumes of professional material:

Brown Mackie College - South Bend's library houses 2,614 volumes, 217 professional titles and 300 videos.

### 3. Number of professional periodicals subscribed to:

The library offers 61 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

### 4. Other library facilities in close geographical proximity for student access:

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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IV. <u>FACULTY</u> : Attach completed Instructor's Qualification Record for each instructor.  ** Include all required documentation pertaining to the qualifications of each instructor.							
Total # of Faculty in the Program:	7	_ Full-time: _	4	_ Part-time: _	3		

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ibrahim Chabaan	AS, BS	4	1.5	0		Х
Arthea Estridge	BS, MS	10	10	0	Х	
Michaela Meagher	ВА	12	4	8	Х	
Linda Sayre	BS, MS	36	21	10	Χ	
Stephanie Scharf	BS, MSW	25	2	0		Х
Sheila Smith	PhD.	21	3	13		Х
Jeffery Ware	BA, JD	12	1	1	Χ	

### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution		Brow	n Mackie College	e - South Bend			
Name of Program			Legal Stud	lies			
Level of Degree (AAS	S, AS, AA,	BAS, BA, BS,	MBA, MAS, MA,	MS, Ph.D.)	BS		
Name of Person Prep	aring this F	orm	W	illiam C. Hanse	n		
Telephone Number	_	574-23	37-0774	<u>Applicat</u>	ion Type		
Date the Form was Pi	epared _	Septemb	er 5, 2006	⊠ New	Renewal		
. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.							

### Legal Studies Program description:

The Bachelor of Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant settings of fact
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as the Associate Degree Program in Legal Studies utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the South Bend Legal Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	SRAM:	Legal Studies				
TOTAL COURSE	E HOURS:	180 credits	Check one:	Quarter H	Hours	$\boxtimes$
				Semeste	r Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	45 months	TUITION:	\$39	5,820.00	
SPECIALTY CO	URSES:					
Course	Course				Course	
Number	<u>Title</u>				<u>Hours</u>	
AC1011		ES OF ACCOUNT	INC I			
	-		ING I		4	
BA1140	BUSINES				4	
BA1250		RESOURCES			4	
BA2000	BUSINES	S LAW II			4	
CJ2150	CRIMINAL	PROCEDURE			_4	
CM1800	ETHICS				4	
EN1200	BUSINES	S COMMUNICATIO	DNS		4	
LG1000	TORTS A	ND REMEDIES			4	
PL1125	LEGAL RI	ESEARCH AND WE	RITING II		4	
LG2000	ESTATE I	PLANNING AND PR	ROBATE		4	
LG3000	BANKRUI	PTCY LAW			4	
LG3005	INSURAN	CE LAW			4	
LG3003	ADMINIS <sup>-</sup>	TRATIVE LAW			4	
LG3006	IMMIGRA	TION LAW			4	
LG4000	ADVANCE	ED LEGAL RESEA	RCH		4	
LG4010	EVIDENC	E			4	
LG4020	ADVANCE	ED REAL ESTATE	LAW		4	
LG4030	EMPLOY	MENT LAW			4	

SPECIALTY	COURSES:	
Course <u>Number</u>	Course Title	Course Hours
PL4100	LEGAL EXTERNSHIP II	4
MC1150	INTRODUCTION TO MICROCOMPUTER APPS	4
MC1211	SPREADSHEETS I	4
MC1311	WORD PROCESSING I	4
PL1121	LEGAL RESEARCH AND WRITING	4
PL1230	FAMILY LAW	4
PL1330	COMPUTERS IN THE LEGAL OFFICE	4
LG4050	ENVIRONMENTAL LAW	4
PL1450	LITIGATION	4
PL1530	CONTRACT LAW	4
PL1730	PROPERTY LAW	4
PL1830	CRIMINAL LAW	4
PL2900	PARALEGAL EXTERNSHIP	4
GENERAL E	DUCATION / LIBERAL ARTS COURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
CF 1000	PROFESSIONAL DEVELOPMENT	4
CM 1200	*EFFECTIVE PUBLIC SPEAKING	4
EN 1101	*COMPOSITION I	4
EN 1102	*COMPOSITION II	4
BI1361	ANATOMY & PHYSIOLOGY	4
BI2100	ELEMENTS OF MICROBIOLOGY	4
GV1150	AMERICAN CONSTITUTIONAL LAW	4

HISTORY OF ART THROUGH THE MIDDLE AGES 4

HM1001

GENERAL ED	GENERAL EDUCATION / LIBERAL ART COURSES							
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>						
HM3100	HISTORY OF ART THROUGH PRESENT MODERN TIMES	4						
EN2000	INTRODUCTION TO LITERATURE	4						
MT1770	COLLEGE MATHEMATICS	4						
MT3000	STATISTICS	4						
PS1200	PRINCIPLES OF PSYCHOLOGY	4						
SO1200	PRINCIPLES OF SOCIOLOGY	4						
	dit/Clock Hrs. in Specialty: 124 / 180 Percent dit/Clock Hrs. in General Courses: 56 / 672 Percent							
If applicable: Number of Cred	dit/Clock Hrs. in Liberal Arts: / Percent	age:						

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

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Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

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If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

I۷	/. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**	Include all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	7	Full-time:	4	Part-time:	3

# Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check Full- time	one: Part- time
Ibrahim Chabaan	AS, BS,	4	1.5	0		Х
Arthea Estridge	BS, MS	10	10	0	X	
Michaela Meagher	ВА	12	4	8	Х	
Linda Sayre	BS, MS	36	21	10	Χ	
Stephanie Scharf	BS, MSW	25	2	0		Χ
Sheila Smith	PhD.	21	3	13		Х
Jeffery Ware	BA, JD	12	1	1	Χ	

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. NAME: Chaaban Ibrahim (Last) (Middle) (First) NAME OF INSTITUTION: Brown Mackie College **Names of Courses Taught:** Computer Programming **Period of Attendance** Source of Area or Subject of **Training/Education Training/Education** Location From: To: South Bend **IUSB** Computer Science 1997 2005 **Employment Period Exact Nature of Applicable Experience Experience** Location From: To:

## **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

NAME:	Coffey	Margaret	S.	
	(Last)	(First)	(Middle)	
NAME OF INSTITUTION:		Brown Mackie College		
		Names of Courses Taught:		
Med. Term				
Neuromos	cular			
Anatomy				
Musculosk	eletal anatomy			
OTA Conte	ent Courses			

			Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Wheaton College	Wheton, IL	Biology	1973	1974
IUPUI Allied health Program	INDPLS, IN	Occupational Therapy Technology	1978	1980
Indiana Central University	INDPLS, IN	Art/Education	1980	1986
Annliaghla		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Experience	From:	To:
IUPUI OTA Program	INDPLS, IN	Instructor for courses in Group, media, intro to OT	July 1982	June 1986
IUPUI OTA Program	INDPLS, IN	Re Appt. Fall 1991		
		Write revise co author textbook on ACTS	1985	2005
Slack Hmc	Thorofare, NJ	textbook on ACTO	1000	2000

## **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

NAME:	Estridge	Arthea	Z.
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		Brown Mackie College - South Bend	
		Names of Courses Taught:	
Composito	n I		
Composition	on II		
Fundamen	tals of English		
Effective P	ublic Speaking		

Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana University Bloomington, IN	Bloomington, IN	English	1970	1974
Indiana University	South Bend, IN	Teaching Certification (secondary)	1988	1993
Indiana University	South Bend, IN	MA/ Secondary Education	1993	1997
A P 11			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Experience	Location	Experience	rioni.	10.
•	South Bend Community Schools - South Bend, IN	Assisted handicapped	December 1991	September 199
Teaching Assistant Student Teacher	South Bend Community	<u> </u>	December	September
Teaching Assistant	South Bend Community Schools - South Bend, IN Jackson M.S. South Bend,	Assisted handicapped students with reading/math Taught reading in 6 <sup>th</sup> & 7 <sup>th</sup>	December 1991 Summer	September

# **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

			Tracy	Ann	
(	Gergely (Last)		(First)	(Middle)	
NAME OF IN	STITUTIO	<b>ON:</b> Brown Ma	ckie College - South Bend		
		Names of	Courses Tought		
			Courses Taught:		
Anatomy and	Physiolo	gy - BI 1300			
Course of			Anna an Cubinat of	Period of A	Attendance
Source of Training/Edu		Location	Area or Subject of Training/Education	F	
Southwestern Mi				From:	To:
College	ichigan	Dowagiac, MI	Heed 101 Medical Terminology	8/01	<b>To:</b> 12/01
			Heed 101 Medical		
College		Dowagiac, MI	Heed 101 Medical Terminology	8/01	12/01
College		Dowagiac, MI	Heed 101 Medical Terminology	8/01	12/01
College		Dowagiac, MI	Heed 101 Medical Terminology	8/01	12/01 12/93
Carson Newman  Applicable		Dowagiac, MI  Jefferson City, TN	Heed 101 Medical Terminology  Biology  Exact Nature of	8/01 8/90 Employme	12/01 12/93 nt Period
Carson Newman		Dowagiac, MI	Heed 101 Medical Terminology Biology	8/01	12/01 12/93
Carson Newman  Applicable	n College	Dowagiac, MI  Jefferson City, TN	Heed 101 Medical Terminology  Biology  Exact Nature of	8/01 8/90 Employme	12/01 12/93 nt Period
Carson Newman  Applicable Experience	n College	Dowagiac, MI  Jefferson City, TN  Location	Heed 101 Medical Terminology  Biology  Exact Nature of Experience	8/01 8/90 Employme From:	12/01 12/93 nt Period To:
Carson Newman  Applicable Experience  Woodfield Manor	r College	Dowagiac, MI  Jefferson City, TN  Location  Niles, MI	Heed 101 Medical Terminology  Biology  Exact Nature of Experience  Adult Care/referrals	8/01 8/90 Employme From: 8/95	12/01 12/93 nt Period To: 10/97

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

NAME:	Meahger	Michaela	M
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		Brown Mackie College- South Bend	
		Names of Courses Taught:	
Effective P	ublic Speaking		
Composition	on I		
Composition	on II		
Business (	Communications		

Carrage		Anna an Cubiast of	Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Nazareth College	Rochester, NY	Theatre	1987	1989
Indiana Univesity	South Bend, IN	Theatre	1989	1989
Indiana University	Bloomington, IN	Theatre	1990	1992
Indiana University	South Bend, IN	Education	1997	2002
	1			
Annliaghla		Event Nature of	Employment Period	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
	Location  Elkhart Community School		<b>From:</b> 1994	<b>To:</b> 1998
Experience	Elkhart Community School	Experience English as Second		
Experience  Teacher		Experience English as Second Language English and	1994	1998

# **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

_	Sayre (Last)		Linda (First)	K. (Middle)	
NAME OF IN	. ,	N. Brown N	Mackie College- South Bend	(Middle)	
NAME OF IN	31110110	JN. BIOWITH	Mackie College- South Bend		
		Names o	of Courses Taught:		
Professional	Developn	nent			
				Period of A	Attendance
Source of Training/Edu	ucation	Location	Area or Subject of Training/Education	From:	То:
Pittsburg State I	University	Pittsburg, KS	BS in Business Ed.	1963	1967
Pittsburg State I	University	Pittsburg, KS	MA in Business Ed.	1968	1968
_	•				
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Southeast High	School	Cherokee, KS	Business Instructor	1968	1971
Pittsburg State I	Univ.	Pittsburg, KS	Instructor	1976	1976

# **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

NAME:

Scharf

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Stephanie

Jane

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	ON: Brown Mack	ie College - South Bend		
	Names of C	ourses Taught:		
Principles of Psycholo	gy			
Prinicples of Sociology	/			
				_
		F	<u> </u>	
Source of		Area or Subject of	Period of A	Attendance
Training/Education	Location	Training/Education	From:	To:
University of Illinios (BS)	Urbana Chamapaige, IL	Psychology	1972	1976
University of Illinois (M.S.W.)	Chicago, IL	Social Work	1978	1980
				4 D
Applicable		Exact Nature of	Employme _	
Experience	Location	Experience social work,	From:	То:
State of Ilinois	Chicago, IL	case management	1980	1985
Diament Den (I		education,	4000	0004
Planned Parenthood  Madison Center	South Bend, IN Madison Center	social work	1999	2004
Sex Abuse Prevention	South Bend, IN	Prevention Education	1992	current

# **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

	Sheperd Last)		Michelle (First)	M (Middle)	
NAME OF INS	,	ON: Brown M	ackie College		
		Names o	of Courses Taught:		
Occupational <sup>-</sup>	Therapy	Courses			
		I			
Source of			Area or Subject of	Period of A	ttendance
Training/Educ		Location	Training/Education	From:	To:
University Of Illino Bachelor of Scien		Chicago,IL	Occupational Therapy	August 1978	June 1982
University of Sout	thern	Los Angeles, CA	Course work in masters program for OT	May 83	May 85
Applicable			<b>Exact Nature of</b>	Employme	nt Period
Experience		Location	Experience	From:	To:
Charter Hospital		Torrance, CA	Teaching certificate	May 1984	July 1985

# **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

# Please TYPE the form.

NAME:	Smith		Sheila	Ann	
(	Last)		(First)	(Middle)	
NAME OF INS	STITUTI	ON: Brown Mad	ckie College - South Bend		
		Names of (	Courses Taught:		
Dringiples of F	Pevebolo		oou.coo raagiii.		
Principles of F	Sycriolo	gy			
				Period of A	Attendance
Source of Training/Edu	cation	Location	Area or Subject of Training/Education	From:	To:
Georgia State Ur		Atlanta, GA	Counseling	1975	1976
Western Michiga University	n ———	Kalamazoo, MI	Counseling Psychology	1983	1989
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Clinical Therapis	t	Washington St. South Bend, IN	Therapist working with mentally ill	1999	2000
Assistnat Profess of Psycho	logy	Manchester College Indiana	taught intro. to PsyDev. Psy., Abnormal Psy.,	2000	2001
Assistant Profess Psychology	sor of	IUSB South Bend, IN	taught Ed. Psy	fall 2001	
Jordan Collogo		Benton Harbor,	taught intro to Psy Dev.	1095	1005

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. NAME: Ware Jeffery (Middle) (Last) (First) NAME OF INSTITUTION: Brown Mackie College - South Bend **Names of Courses Taught: Business Law Period of Attendance** Source of Area or Subject of **Training/Education Training/Education** Location From: To: University of Arkansas Fayetville, AR Law August 1985 May 1988 Blackburn College Carlinville, IL Pol. Science August 1981 May 1985 **Employment Period Applicable Exact Nature of Experience Experience** Location From: To: I investigate/ Detemine facts, apply law train Claims Deputy LaPorte, IN March 1995 July 2005